



Job Description

Phase Leader

Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key accountability will be for raising the standards of teaching, learning, attainment and achievement for all pupils across the curriculum in their phase. The principle mechanisms for discharging these duties will be through:

- Working effectively with the Headteacher and Deputy Headteacher
- Working effectively and responsibly within the Phase Leadership Team

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and organisational expertise and judgment to carry out, in a collaborative manner, the professional duties set out below: -

Leading, developing and enhancing the teaching practice of others within the phase.

- Working with other relevant teachers in the key stage/team;
- To take a lead role in supporting the induction of NQT, teachers and support staff across the phase;
- Maintain personal expertise and share this with other teachers;
- Monitor the quality of teaching and learning, giving clear and helpful feedback and sharing judgements with teachers and support staff as appropriate;
- Plan and implement strategies to improve teaching where needs are identified;
- Lead teachers planning and provide feedback to ensure it meets agreed criteria;
- Monitor learning environments and provide feedback to ensure they meet agreed criteria;
- Act as an excellent role model displaying good classroom practice for other teachers, modelling effective strategies with them.

Leadership responsibility – the wider school

- To lead a core curriculum subject across the school (or take on equitable responsibility as agreed with the Headteacher) through advising, coaching, mentoring and supporting teachers to implement policy and practice;
- To develop action plans and strategies to raise standards, following the analysis of all available data;
- Share whole school responsibility for the pastoral care of pupils and staff;
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale;
- Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents, the local community and other stakeholders;
- Share responsibility for the pastoral care and behaviour management of children;
- Encourage the practice of working as a team;
- Ensure high levels of professional accountability are held within the team;
- Maintain high standards of classroom organisation;
- Maintain high standards of professionalism at all times;
- Meet deadlines;
- Ensure the school is a safe and well organised environment;
- Remain up to date on developments and issues with regard to the leadership and curriculum of a primary school.

Other duties and responsibilities

The post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Strategic direction

- Develop and implement policies in line with our school's commitment to high-quality teaching and learning;
- Have a good understanding of how well the curriculum is being delivered and the impact on pupil achievement. Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the National Curriculum or EYFS framework
 - Is well sequenced to promote pupil progress
- Make sure there is an effective system of assessment for the progress of pupils to check the curriculum has a positive impact on learning;
- Feed into the school development plan (SDP) and school evaluation form (SEF) as needed;
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities;
- Work with subject leaders to understand how their subject is developed in your phase;
- Liaise with other schools as directed through school partnerships;

- Share outstanding practice, knowledge and expertise throughout the school as appropriate;
- Plan and carry out a successful transition for the children both into and out of your phase;
- Attending and participate fully in Phase Leader Meetings.

Leading and managing staff

- Hold regular team meetings to keep staff informed of developments or changes;
- Provide support to staff regarding teaching and learning, resources, and planning;
- Coach and model teaching as needed;
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises;
- Complete TA Appraisals;
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate.

Efficient and effective deployment of resources

- Provide support with textbooks and library books, children's books and all other resources needed to support learning;
- Create a safe, welcoming environment and take care of the classrooms;
- Ensure resources used are diverse, inclusive and accessible;
- Ensure your phase pages of the school website are up to date.