



St. Edmund's Catholic Primary School

*Together we learn and grow through worship and celebration.
Parish, Family, School.*

Phase Leader Job Description

Job Purpose

The Phase Leader is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, and under the reasonable direction of the Headteacher. Phase Leaders will be part of the Leadership Team and should be prepared to work collaboratively to manage and develop staff and a specific subject area in order to respond effectively to the Whole School Development Plan.

In fulfilment of all responsibilities and duties, the Phase Leader should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The Headteacher expects Phase Leaders to maintain and develop the Catholic character and identity of the school.

Duties:

- Provide mentoring, coaching, evaluating and support where needed to colleagues in your team
- To be the first line of communication in matters which relate specifically to your assigned phase
- To carry out appraisal and performance management as appropriate
- To assist in the recruitment of other staff as/if appropriate
- To be an effective role model for your phase in terms of teaching, pupil behaviour and classroom management
- To monitor progress and attainment within your assigned phase, supporting colleagues to identify groups of children who need targeted support
- To analyse data across your designated phase and report to Leadership Team, Governors and outside agencies as appropriate. You may be required to work alongside the Assessment Lead to fulfil this duty
- To ensure pupil assessments and moderation are complete within your phase as advised by Subject Leaders
- To comply with, support and promote all school policies and procedures
- To assist the Headteacher and Deputy Headteacher in ensuring parents and pupils are well informed about developments within phase in a timely manner
- To carry out any other duties reasonably requested by the Headteacher and/or Deputy Headteacher to meet changing circumstances compatible with the post held
- To assist in the smooth running of the school alongside the other Phase leaders in the absence of the Head and Deputy
- To attend events that support the development of the school community including those that may be beyond the school day.
- To attend weekly Senior Leadership Meetings
- To deliver Phase Meetings as required and/or organise for appropriate training from outside professionals

Staff Management

- To participate in the induction of new members to your team
- To mentor and support the professional development of designated staff
- To monitor workload within your phase and support adaptations where needed
- To regularly review the shared calendar and liaise with other Phase Leads to ensure appropriate planning and scheduling of phase events
- To ensure smooth transitions between phases. This will require close collaboration between Phase Leaders and Inclusion Manager

Curriculum Management

- To ensure assessments and moderation are up to date in your phase as directed by the Subject Leads
- To lead on a subject area as decided by the Head or Deputy
- To be the first line of contact for questions around curriculum within your phase and subject area responsibility
- To be aware of and promote any curriculum changes

Wider Professional Effectiveness

- To ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles
- To ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards School Leadership
- To use research to inform best practice and keep up to date with educational thinking
- To take responsibility for own professional development and use the outcomes to improve teaching and learning
- To participate in the school's teacher appraisal programme
- To make an active contribution to the policies and aspirations of the school
- To lead by example, exemplifying standards as set out in School Policies
- To encourage the development of new initiatives, curriculum content and organisation

Professional Characteristics

- To demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:
 - inspiring trust and confidence,
 - building team commitment,
 - engaging and motivating pupils,
 - analytical thinking,
 - taking positive action to improve the quality of pupils' learning

Date:

Signed: