**Phase Leader**

**Job Description:** Phase Leader*(and member of wider Senior Leadership team) – currently vacancies are for an EYFS lead and a KS1 lead. However, the position is a general phase leader post and the successful candidate may be asked to lead in a different phase in the future, dependent on school need.*

**Accountable to:** Headteacher

**Salary:** M3 – UPS3 **+** £3,000 Leadership responsibility

Core Purpose:

* To provide support, leadership, organisation and consistency to your phase
* To communicate and work with SLT in providing strong leadership and school improvement regarding your phase
* To take a lead on the organisation, running and moderation of assessments (internal and external)
* Communicate effectively with parents of pupils within your phase
* To monitor effectiveness of teaching and learning in your phase

Professional Duties:

The key tasks below may be amended from time to time, bearing in mind the needs of the school and your phase

* To support and contribute strongly to, the school’s commitment to excellence in:
* Educational achievement of all pupils, including pupils with are vulnerable and/or disadvantaged
* Professional experience, development and performance for all staff
* Well-being of all stakeholders
* To offer a model of continuing commitment to one’s own professional development and in line with your career stage
* To offer a model of excellent teaching
* To use recent research to trial out new developments in your phase
* To support and contribute to the development of the ethos of the school
* To support and continue strongly to the school’s commitment to and provision of equality of opportunity for all pupils and staff
* To support colleagues who may require additional support, including informal and formal support plans
* To be responsible for the day-to-day running of the phase (perhaps delegating some jobs to an experienced teacher within the phase), including timetabling of TAs (alongside the SENDCo).
* With colleagues, organise and plan the curriculum for your phase, making sure all statutory requirements are fulfilled and all /Early Years Foundation Stage and National Curriculum obligations are met
* To ensure the year groups’ (within your phase) environment is inspiring, creative and appropriate for all learners
* Monitor quality of teaching and learning, and support continual improvement and development
* To ensure effective transition happens for pupils at the beginning and end of your phase through effective links with teachers internally or pre-school/Nurseries/Secondary provision
* To ensure that effective safeguarding practices are upheld in your phase, challenge unsafe practices and any concerns are passed on immediately.
* Be prepared and open to being a DSL for safeguarding and undertaking the training and work of this role
* To ensure that behaviour concerns are dealt with effectively and parents are informed and worked with to support the child.
* To make sure that the school environment is safe and concerns are reported immediately and followed up with
* To ensure that assessment judgements are correct and that statutory assessments take place appropriately and according to STA guidance.
* To ensure all preparation before and after statutory assessments are carried out effectively
* To work alongside other members of the SLT in the running of the school, including all school improvement and monitoring activities
* Work with the LGB, Trust and other Trust schools to ensure that good practice is shared and that the leadership of the school is shared amongst all SLT members.
* To ensure that parents/guardians are central to their child’s learning and given opportunities to be involved in your phase.
* To ensure home learning is appropriately challenged and responded to
* To be an effective performance management lead for your phase colleagues

The job description is not necessarily a comprehensive definition of a post. It will be reviewed annually and may be subject to modification or amendment after consultation with the post holder.