

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Phase Leader
<b>GRADE:</b>	TLR2
<b>MANAGED BY:</b>	The Head of School, members of senior leadership team (SLT) Executive Headteacher and the Board of Trustees
<b>RESPONSIBLE FOR:</b>	Staff within the phase you are leading

### PURPOSE OF JOB

- Take specific responsibility and accountability for the day-to-day management and organisation of your TLR responsibility area
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise staff within the phases
- Assist in the smooth running of the academy at all times

### Duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for phase leadership.

### Leadership and management

- Support and implement the vision and ethos of the academy
- Contribute to, implement and evaluate the success of Academy Development Plan relevant to your TLR area
- Ensure that the work of the phase is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the academy self-evaluation process for your TLR area including lesson observations, monitoring of academy standards and bringing about improvement
- Contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

### Teaching and learning responsibility

- Lead a core area across the whole academy
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to age and ability range within the phase

**Monitoring and assessment**

- Together with the senior leadership team (SLT) of the academy, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the academy including reviewing long and medium-term planning

**Manage resources**

- Be responsible for the organisation, planning and evaluation of the academy programs as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area
- Evaluate, organise and monitor the use of resources

**Staff development**

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole academy approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

**Other**

- Assist in the smooth running of the academy at all times

**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of academy organisation and may change either as your contract changes or as the organisation of the academy is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**General Accountabilities**

- To understand and apply Waycroft MAT policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant MAT meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety and safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the MAT's Equality and Diversity Policy
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Line Manager/Head of School to carry out appropriate duties within the context of the job, skills and grade.

Name of Employee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Line Manager/Head of School: \_\_\_\_\_ Date: \_\_\_\_\_