



Post Title:	Phase Leader *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Salary:	MPS/UPS with TLR2A
Responsible to:	Headteacher
Responsible for:	Staff within Phase
Purpose of job:	<ul style="list-style-type: none"> • TO UNDERTAKE A SUSTAINED RESPONSIBILITY IN THE CONTECT OF THE SCHOOL STAFFING STRUCTURE FOR THE PURPOSE OF ENSURING CONTINUED DELIVERY OF HIGH QUALITY TEACHING AND LEARNING FOR WHICH THE TEACHER IS ACCOUNTABLE. • TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES • TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA (if applicable)

JOB DESCRIPTION FOR POST OF PHASE LEASER

Specific Duties and Responsibilities

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process
- Particular Responsibilities
- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

Class Teacher Duties

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

Phase Leader Duties

- To provide strategic leadership for a curriculum team.
- To provide strategic leadership for the implementation and management of the curriculum.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives relevant to curriculum development.
- To have an overview of and contribute to the planning and delivery of continuous professional development and training related to all aspects of curriculum development and delivery.
- To monitor and evaluate pupil progress within their phase.
- To participate fully as a member of the safeguarding team.

Working Environment and Conditions of the Post

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.

General Duties

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

Promotion of Trust Values

- To contribute to the overall development of Sheffield South East Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Sheffield South East Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Sheffield South East Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety
- This job description is current but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Person Specification

Specification	Essential	Desirable	Evidence
Qualification/ Training	<ul style="list-style-type: none"> • Qualified Teacher status • Teaching degree or equivalent (BA, BEd, PGCE etc.) 	<ul style="list-style-type: none"> • Evidence of further educational study or qualification 	<ul style="list-style-type: none"> • Certificates • Application Form
Experience	<ul style="list-style-type: none"> • An up-to-date and working knowledge of the National Curriculum • Knowledge of appropriate resources and strategies which support outstanding teaching and learning opportunities • Good knowledge and understanding of learning and teaching in all areas of the school • Working knowledge and experience of Assessment for Learning; and assessing without levels • Excellent subject knowledge • Excellent classroom management skills 	<ul style="list-style-type: none"> • Experience of intervention processes to raise achievement • Experience of teaching across the age and ability range at Key Stage 1 and 2 • Interest in or experience of leading a subject area. 	<ul style="list-style-type: none"> • Application Form • Interview • References
Professional Qualifications	<ul style="list-style-type: none"> • The ability to communicate clearly and take into account, where appropriate, the views of others • Excellent personal organisational skills • A flair for teaching and the ability to contribute and work as a member of a strong team • An inspirational, committed and highly effective classroom practitioner who is dedicated to achieving the best outcomes for each individual child • Good time management skills • Effectively communicate orally and in writing to a range of audiences 	<ul style="list-style-type: none"> • Experience using a range of assessment tools. • Enthusiasm and willingness to contribute to and participate in the wider context of school life. 	<ul style="list-style-type: none"> • Application Form • Interview • References

	<ul style="list-style-type: none"> • Maintain a calm level of professionalism at all times • Effectively fulfil and be willing to develop further the expectations of the Teachers Standards. • An ability to create a warm, positive and motivating learning experience for children • A commitment to raising attainment 		
Personal Attributes	<ul style="list-style-type: none"> • Energy and enthusiasm • Reliability and integrity • Sense of Humour • Excellent record of health, punctuality and attendance • A commitment to the ethos of the school • Commitment to your continuing professional development 	<ul style="list-style-type: none"> • Adaptability to changing circumstances & ideas 	<ul style="list-style-type: none"> • Interview • References
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety • Knowledge of child protection procedures 	<ul style="list-style-type: none"> • Experience of dealing with safeguarding issues 	<ul style="list-style-type: none"> • Application Form • Interview • References