



## Job Description

**Job Title: Phase Leader**

**Reporting to: Principal**

**Grade: TLR 2a**

### **Purpose of the Post**

To coordinate planning, teaching and learning within the key stage or key stages, and to liaise with other key-stage leaders where necessary, to ensure continuity and progression throughout the curriculum. Phase Leaders will be allocated to a Key Stage/s (KS1, KS2 or EYFS) relevant to the needs of the academy each academic year as directed by the Chief Executive Principal - Primary.

### **Main Duties and Responsibilities**

The Phase Leader will:

- Develop leadership and management skills within school and play a role within the Senior Leadership Team;
- Establish good relationships, encourage good working practices and support and lead teachers in the allocated key stage;
- Lead, support, motivate and direct support staff working within the allocated key stage or key stages;
- Oversee all aspects of the key-stage organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- Evaluate pupils' progress, achievement and attainment, and report to the Principal;
- Lead by example in all areas of the curriculum;
- Liaise closely with other key-stage leaders to ensure continuity and progression across the key stages;
- Oversee the induction process of new members of staff within the key stage/s;
- Ensure issues surrounding the transition of pupils from the phase are considered across the school;

- Take responsibility for the development and monitoring of the curriculum provision throughout the phase, liaising appropriately with subject leaders, class teachers;
- Complete performance management/appraisal for support staff within the phase;
- Participate and lead effectively in strategies to support staff development;
- Create a positive team spirit, delegating and negotiating, when necessary, with sensitivity;
- Participate in training activities in order to enhance own personal development.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.