



AIMING HIGH ... FLYING HIGHER

Everything we do makes a difference to our children; empowering minds and shaping futures.

PHASE LEADER JOB DESCRIPTION

EMPLOYMENT DETAILS

Job title	Phase Leader
Reports to	Senior Leadership Team/ Headteacher

GENERAL DUTIES

- Establish a clear vision and direction for the phase that reflects the school's overall ethos and values.
- Identify key areas for improvement and lead in the development of the phase's progress in collaboration with the SLT and the relevant staff.
- Monitor the quality of learning and lead staff in achieving academic excellence.
- Set challenging targets for pupils and staff and provide the support they need to achieve their targets.
- Ensure all pupils have access to education and any barriers to learning are addressed.
- Communicate effectively with parents, staff and other stakeholders, including complaints when necessary, in line with the school's Complaints and Resolutions Policy.

LEADERSHIP AND MANAGEMENT

In conjunction with the Leadership Team:

- Support, lead, motivate and liaise with staff within the phase to ensure that provision is effective and adjustments are made as necessary to help them meet their personal and professional targets.
- Contribute towards annual appraisals, discussing the individual progress of support staff, setting targets, and ensuring that professional standards remain high.
- Maintain regular informal contact with staff, e.g. monthly one-to-ones, to ensure any issues are addressed, situations de-escalated and support put in place where necessary.
- Contribute to establishing the core values of the school and assist with making management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP.
- Be supportive and encourage CPD opportunities for staff where possible.
- Where appropriate, in conjunction with the headteacher, be responsible for recruiting and inducting staff involved in the phase, ensuring safeguarding procedures are adhered to during the recruitment process.
- Arrange and attend parents' evenings, staff meetings and be available to discuss any concerns and provide assistance.
- Monitor the quality of teaching and learning, including conducting lesson observations and monitoring of planning and scrutiny of pupils' work, ensuring that the appropriate action plans are in place when issues are identified.
- Oversee all aspects of the phase team to ensure that school policies and practices are being delivered and implemented consistently.

- Develop and maintain positive links and relationships with the community, local businesses and key stakeholders to promote a positive image of the phase and wider school.
- Support the school's robust system for monitoring pupil attendance and behaviour within the phase in conjunction with the Deputy Headteacher and Attendance Officer. Assist with the implementation of the governing board's policies and procedures within the phase.
- Assist with planning timetables for pupils and ensure staff are deployed effectively and proportionately across the phase.
- Contribute to the management of key school events, e.g. open evenings.

CURRICULUM PLANNING

- Take responsibility for the pastoral and academic development of pupils within the phase.
- Liaise with the curriculum leads to support the implementation of a broad and balanced curriculum.
- Promote the phase and wider school, and ensure its ethos and values of academic excellence are communicated within the school and throughout the local community.
- Plan and organise the curriculum with the SLT and members of staff.
- Ensure the curriculum is engaging and accessible to all, in line with the Equality Act 2010.
- Monitor the academic progress of all pupils in the phase.
- Encourage feedback from pupils and parents on the curriculum and subject offering and react positively to any feedback received.

ACADEMIC PROGRESS

- Plan, allocate, support and evaluate the work undertaken by all classes within the phase, ensuring staff receive the support required to successfully deliver the curriculum.
- Monitor academic progress in the phase and ensure pupils receive a suitable level of support.
- Use assessment data to inform analysis of individual pupil progress, progress within the phase and compared to national averages.
- Identify barriers to learning and ensure these are minimised and overcome, where possible.
- Liaise with teachers and other school staff, e.g. the SENCO, regarding pupils' needs and ensure any additional support required is accommodated for.
- Celebrate academic achievements and give recognition to pupils who have reached their targets and performed to the best of their ability.
- Report on the phase's attainment to the headteacher and SLT.
- Monitor the Home Learning set by staff within the phase and ensure it is suitable and challenging in line with the Home Learning Policy.
- Use interventions to improve attainment and monitor their success throughout the phase.
- Ensure staff within the phase can identify any pupil underperformance as soon as possible and support staff with implementing any changes to improve the pupil's attainment.
- Promote the value of learning and encourage pupils to achieve their best.
- Support pupils with achieving the knowledge, skills and understanding they need for the next stage of life.

RETENTION AND RECRUITMENT

- Arrange and participate in open days for the phase and be available to answer any questions received from parents or potential pupils.
- Invest in the phase to ensure retention levels and wellbeing are maintained.

- Work in collaboration to ensure new staff and pupils are integrated successfully into the phase and feel comfortable in their new environment.

ADMINISTRATION

- Organise and ensure the implementation of administrative tasks, e.g. assessment preparation.
- Ensure staff have access to materials required to carry out duties and deliver high quality teaching and learning.
- Oversee the in-year admissions of pupils and ensure there are systems in place to help them settle into their new environment quickly and easily.
- Monitor the progress of new pupils, and ensure any issues are addressed and they feel supported with the transition.
- Ensure staff within the phase write detailed annual progress reports for pupils.
- Help teachers and ECTs to prepare for Parents Evenings and coach them through what to expect to prepare in advance of the meetings.
- Where appropriate, assist in the recruitment of staff, as directed by the Headteacher.