

St Nicolas CE School Phase Leader Job Description



Post:

Contracted Hours: Full-time

Pay Range: MPS / UPS dependent on experience + TLR 2.1

Responsible to: Headteacher, Deputy Head and the Governing Body

Main Purpose of Role	In addition to carrying out the duties of a teacher, the Phase Leader will play a role in the distributed leadership and management of the school.
Strategic Direction and Development	<ul style="list-style-type: none"> • Working within the leadership team, contribute to a strategic view for the school and analyse and plan for its future needs and further development • Communicate and support the effective delivery of the school’s vision, values and curriculum intent to all members of their phase team • Publicly support all decisions of school leadership • Role model and demonstrate exemplary practice in all areas of school life • Lead on key areas within this phase as delegated by Senior Leadership including pupil behaviour management and teaching, learning and assessment • Support all staff within their phase team in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance • Ensure that parents/carers are well informed about the school curriculum and their child’s progress. • Communicate with parents/carers regarding behaviour incidents and concerns • Carry out duties before and at the end of the school day, and at break and lunchtimes where required • Be responsible for a Curriculum Subject
Teaching and Learning	<ul style="list-style-type: none"> • Set an example of excellence as a leading classroom practitioner. • Working closely with the SLT to sustain high expectations and excellent practice in teaching and learning throughout the phase. • Motivate, challenge and support staff within the phase to enable them to achieve high standards • Support the SLT in monitoring the quality of teaching and learning • Review assessment data from class teachers within the phase before submission deadlines • Be responsible for behaviour management throughout the phase • Support the provision of vulnerable students across the phase, including pupil groups such as SEND, PP, EAL
Leading and Managing Staff	<ul style="list-style-type: none"> • Working with the SLT to support and develop all staff within the phase to secure continual improvement including their own CPD • Support SLT to oversee release time for staff for PPA, Management Time, absence • Lead on timetabling for Phase Team • Lead phase meetings, keeping minutes of agreed actions • Keep staff in the Phase Team accountable in meeting deadlines as required • Lead on management of statutory assessment within the phase • To support the organisation of school trips and visits within the phase if required
	<ul style="list-style-type: none"> • Co-ordinate staff to ensure effective organisation of special events e.g. curriculum events, Open Day, parent/carers workshops, Parent Teacher Consultations, etc.

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| <ul style="list-style-type: none">• Promote staff wellbeing and support SLT to manage staff workload• Work collaboratively across the school |
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- This job description sets out the duties of the post at the time it was published.
- The job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.