

## **Phase leaders role overview**

Phase leaders will run phase meetings and provide guidance to their team during staff meetings/ professional development meetings.

As the most senior and expert staff within the phase we ask that you contribute to the development and improvement of the whole school in the following ways:

Make a sustained and substantial contribution to the whole academy:

### **Strategically:**

- Contribute to strategic decision making, working with senior leadership to share expertise and insight, and help shape the academy's vision
- Ensure that high expectations for all pupils in the phase are set, and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance
- Provide guidance and support to staff within the phase, working in partnership with parents and the community, keeping them informed and involved in pupils' learning
- Ensuring policies and practices are adhered to and deadlines for tasks are met

### **In teaching and learning**

- Supporting staff within your team to meet all the teachers standards
- Supporting staff within your team to develop their practice in assessment for learning so that the needs of **all pupils** are met in all subjects and suitably challenging goals are set for **all**
- And supporting staff so that other aspects of effective feedback (including marking) are used to ensure good progress for all and exceptional progress for many
- Support staff in planning effectively for learning from the academy's schemes of work (overviews/ medium term plans) encouraging staff to undertake personal professional development to ensure that their subject knowledge is secure
- Supporting staff to manage behaviour effectively, building effective routines and establishing rules so learning behaviours are firmly embedded in all pupils and conduct around the academy and at playtimes is of the highest standard

### **Through promoting excellent attendance within the phase by:**

- Working to support the work of senior leaders in ensuring that attendance is seen as a priority
- Ensuring that staff and pupils understand the importance of good attendance and its link to attainment ( all data must be analysed against attainment)
- Ensuring staff promote high attendance e.g. display showing weekly class attendance against academy target, rewards including emails, notes home, recognition through praise in phase assemblies and class, promoting the academy Executive Principals weekly award

### **Through working with Parents and carers**

- Working with staff to plan and provide regular parent information sessions including “open lesson” formats, after school and virtual briefings on aspects of learning across the year, supporting learning at home ,routines of the phase, online safety as necessary, attendance etc ( at least once a half term face to face)
- Working with staff to identify and plan short informal celebration opportunities regularly (at least once a half term) such as coming into listen to a performance, share work, read with their child etc
- Ensuring staff build “social capital” with parents and carers in line with the schools behaviour and regulation policy by emailing good news to parents regularly on an individual basis and speak to parents at the end of the day about positive events from their child’s day ( ensuring they are particularly assiduous with this in the first part of the academic year to ensure that parents have received considerable positive contact prior or in case of later need to contact parents about more difficult matters such as challenging behaviour/ breaches of rules)

### **Support for Phase leaders**

Phase leaders will meet with senior leaders once a half term. Senior leaders will also provide working guidance through regular email communication.

Phase leaders are welcome to arrange further meetings after school with senior leaders as needed to provide them with any support/ guidance they require.

Phase leaders will be provided with additional release time in light of their duties and can use this to team teach, undertake agreed focussed observations for staff support them, to prepare for phase meetings, prepare for parent information sessions etc.