

Job description: Phase Lead

Employment details

Job title:	Phase Leader
Reports to (job title):	Assistant Principal
Type of position:	Classroom Teacher and Phase Leader
Hours of work:	Full-time
Level and scale point:	Aspire Leadership Scale L5 – L8

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions document.

Job Purpose

<ul style="list-style-type: none"> To be an outstanding teacher.
<ul style="list-style-type: none"> Lead, inspire, mobilise and support others resulting in improvement in outcomes for all learners and staff
<ul style="list-style-type: none"> To assist the SLT in the Leadership and Management of the school and to be an active and supportive member of the team
<ul style="list-style-type: none"> In partnership with the SLT, to be responsible and accountable for securing the highest standards of pupil achievement across KS1, through effective monitoring, evaluation and review of learning progress, and setting targets for improvement.
<ul style="list-style-type: none"> Manage yourself and others effectively, supporting, modelling and enabling teacher development through a commitment to collaborative practice
<ul style="list-style-type: none"> Encourage and enable the development of leadership skills and capacities in others within your phase and cultivate trust and respect among colleagues by leading the phase team effectively
<ul style="list-style-type: none"> Support and lead change effectively within your phase across the curriculum

Areas of responsibility:

1. Strategic direction and development of the school

- Contribute to the shared strategic vision, ethos and aims for the school and effectively lead these within your phase.
- Effectively lead writing across the school with the support of the English lead
- You lead and demonstrate this strategic vision, which underpins the work of your phase in inspiring and motivating every learner,

<ul style="list-style-type: none"> • Communicate effectively and actively build positive working relationships and inclusive practices within your team • Proactively keep up-to-date on continuously developing effective teaching and learning to ensure required attainment, progress and standards are achieved. • Complete actions in a timely and professional manner as requested by SLT • Develop understanding and promote collective responsibility for curriculum design and planning processes that enhance the learning experience for all learners within the phase
2. Teaching and Learning
The Phase Lead should demonstrate outstanding teaching to enable all pupils to make good progress: learning should be of the highest quality: the Phase Lead should be an exemplar of high quality teaching in school.
In partnership with SLT:
<ul style="list-style-type: none"> • Creating and maintaining exemplary behaviour that promotes and secures good teaching, effective learning and high standards of achievement;
<ul style="list-style-type: none"> • Ensuring that all pupils use and develop their metacognitive skills in all aspects of their learning.
<ul style="list-style-type: none"> • Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils within the phase
<ul style="list-style-type: none"> • Ensure effective learning experiences for all children within your phase including those children with Special Educational Needs
<ul style="list-style-type: none"> • Analyse and make effective use of assessment feedback and learners' progress data to evaluate, inform and plan future learning which meets the learning and wellbeing needs of every learner within your phase
<ul style="list-style-type: none"> • Developing effective links with the wider community, to extend the curriculum, and enhance teaching and learning;
<ul style="list-style-type: none"> • Creating and maintaining effective partnerships with parents to support and improve pupils' achievement and personal development;
<ul style="list-style-type: none"> • Promoting extra-curricular activities in accordance with the educational aims of school.
3. Leading and Managing staff
The Phase Lead should act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
In partnership with SLT you will:
<ul style="list-style-type: none"> • Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
<ul style="list-style-type: none"> • Develop, enhance and share practices which promote improvements in curriculum practices, ensuring and maintaining a focus on the interests of children and young people
<ul style="list-style-type: none"> • Develop good working relationships with the governors, staff, pupils, parents/carers, community, the MAT and the LA;
<ul style="list-style-type: none"> • Work alongside the Assistant Principal, planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals;
<ul style="list-style-type: none"> • Lead continuing professional development of staff through example;
<ul style="list-style-type: none"> • Lead the staff within the phase in ways that reflect the school's vision, aims and policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers
4. Accountability
In partnership with SLT:
<ul style="list-style-type: none"> • Supporting and developing an organisation in which all the members of the school recognise that they contribute to the success of the school;

<ul style="list-style-type: none"> • Ensuring that parents/carers and pupils are well-informed within your phase about the attainment and progress and about the contribution they can make in supporting children's learning
<ul style="list-style-type: none"> • To ensure the safeguarding and well-being of children.

5. School specific responsibilities
The Phase Lead will take specific responsibility for aspects of teaching, leadership and management within their phase which will include:
<ul style="list-style-type: none"> • Contribute to the creation of a positive Academy ethos, in which every individual is treated with dignity and respect and the safety and welfare of children is paramount
<ul style="list-style-type: none"> • Alongside the Assistant Principals will lead delegated areas of the school improvement
<ul style="list-style-type: none"> • Provide a model of outstanding teaching, coaching and supporting teaching staff as appropriate
<ul style="list-style-type: none"> • Engaging critically with research and developments in the curriculum and work collaboratively with others across school to ensure that the curriculum is purposeful, matched to the needs of the learners and sequenced within your phase
<ul style="list-style-type: none"> • Understanding the expectations and end points for all curriculum areas within your phase and supporting staff to plan and deliver the curriculum
<ul style="list-style-type: none"> • Secure high standards of attainment throughout their phase
<ul style="list-style-type: none"> • Support the pastoral care and behaviour management throughout their phase
<ul style="list-style-type: none"> • Be proactive and work alongside the Assistant Principals
<ul style="list-style-type: none"> • Attend and contribute to SLT meetings
<ul style="list-style-type: none"> • Attend out of school hours events
<ul style="list-style-type: none"> • Work alongside the Assistant Principal in the development of robust systems that ensure moderation of data processes are embedded and lead to the confident delivery of termly data reports.
<ul style="list-style-type: none"> • Monitor the progress and analyse the results for specific groups of pupils and report on their progress and achievement, actioning with appropriate staffing and timely interventions

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.