



GROWING TOGETHER • POSITIVE ATTITUDE • SUCCESS IN ALL WE DO

**Job Role: Phase Leader**

To influence and further develop Teaching and Learning across the key stage and be accountable for standards, behaviour and safeguarding through strategic leadership.  
Accountable to: Head Teacher / Deputy Head Teacher

Line Manage: Teaching Assistants in Phase

**Areas of Responsibility and Key Tasks:**

- To support the Head Teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- To ensure quality first learning and teaching across the phase.
- To work alongside the Head Teacher, Senior Leadership Team and staff team to ensure a consistently good quality of education within the phase.
- To ensure high quality and appropriate provision for all pupils across the ability spectrum and providing high levels of challenge for the more able.
- To ensure all data deadlines are met and inputted data is moderated across the phase.
- Be responsible for the performance of teachers and ensure marking and feedback is of a high standard across all subjects.
- To monitor the effectiveness of provision and intervention impacting on the attainment of pupils.
- To work with the Head Teacher to plan and organise internal Continuing Professional Development for staff within the phase.
- Develop reflective practice across the phase.
- Ensure phase staff are actively working towards school development targets. This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Head Teacher. The aim of the job description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.