

Phase Leader with Subject Responsibility for Technology & Events Job Description



Salary: TLR 2.1

Reporting to: The Headteacher, Deputy Headteacher and Assistant Headteachers

Main purpose

To carry out the duties of a Phase Leader and Teacher, as set out in STPCD.

This will primarily include:

- Being an active and effective member of the Leadership Team, leading by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- Support the Designated Safeguarding Lead with matters relating to child protection and the safety and well-being of pupils across a designated phase.
- Support the school's SENCO and Inclusion Lead with matters relating to SEND across a designated phase.
- Work proactively and effectively in collaboration and partnership with learners, parents/ carers, governors, other staff and external agencies in the best interests of pupils. Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.
- Be accountable for leading a team of staff responsible for specified curriculum areas.
- Develop and enhance the quality of learning and teaching and the curriculum offer across specified areas of responsibility.
- Support the Headteacher as part of the Extended Leadership Team.
- Be responsible for Behaviour, Attitudes & Safety across the Phase and contribute to whole site approach.
- Be responsible for Curriculum, Teaching & Learning and Progress and Standards across the Phase and contribute to whole site approach.
- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- Support the day-to-day management of the school.
- Be consistent in the delivery of all the school policies and practices.
- Managing staff and resources in line with the areas of responsibility.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Building positive and respectful relationships across the community, upholding public trust in school leadership, maintaining high standards of ethics, behaviour and professional conduct and serving in the best interests of the school's pupils.
- Fulfil teacher responsibilities, as set out in the STPCD.
- Contribute to the wider life of the school including Children's University Clubs, community and family events and fundraising events.
- Lead on technology across the school including leading Computing.

Areas of responsibility and key tasks in relation to key responsibilities:

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards.

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 development plan in consultation with the Leadership Team.
- 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.
- Deal with complaints from parents, staff and other stakeholders in line with the school's Complaints Procedures Policy.
- Contribute to creating a safe and welcoming learning environment.
- Proactively lead investigation and responses to online filtering and monitoring alerts for the phase reporting to SLT.
- Support the Headteacher as part of the Extended Leadership Team.

Leadership and Management

- Be a positive role model for other members of staff in all matters relating to class organisation, teaching, learning, assessment and professional conduct.

- 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.
- Lead the appraisal of the staff members within their phase, providing support and appropriate challenge.
- Lead phase team meetings 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 and the phase's progress plan.
- Be supportive and identify CPD opportunities for staff where possible.
- Attend parents' evenings and staff meetings, and be available to discuss any concerns/provide assistance.
- Monitor the quality of teaching and learning including conducting lesson observations, learning walks, monitoring planning and scrutiny of pupils' work, pupil book study and assessment information, ensuring that the appropriate action plans are in place when issues are identified.
- Oversee all aspects of the phase's leadership 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.
- Oversee any systems for monitoring pupil attendance and behaviour within the phase and communicate this with SLT.
- Assist with planning timetables for pupils and ensure staff are deployed effectively and proportionately across the phase.
- Contribute to the management and organisation of key school events.
- Work in collaboration with SLT to ensure new staff are integrated successfully into the phase and feel comfortable in their new environment
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Keep up to date with national developments and changes to the specifications for the specified area of responsibility
- Lead professional development of staff by planning and leading staff meetings and INSET days.
- Lead phase meetings and reporting back to the Senior Leadership Team.
- Lead assemblies attended by children and staff.
- Demonstrate a commitment to the school's digital strategy including undertaking relevant technology training, Apple Teacher and contributing to Apple RTC Team.

Curriculum, Standards & Progress, Teaching & Learning

- Be responsible for leading pastoral and academic development across the phase.
- Be responsible for leading teaching, learning and achievement across a phase.
- Liaise with the curriculum lead concerning subjects and implementing a broad and balanced curriculum.
- Ensure appropriate Educational Visits are scheduled throughout the year for the phase in line with the Educational Visits Policy and budget.
- 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.
- 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 providing updates and reports to SLT and stakeholders accordingly.
- Engage with school feedback from pupils and parents on the curriculum and subject offering and react positively to any feedback received.
- Lead on Curriculum subjects as delegated.
- Take responsibility for implementation and monitoring of Assessment and Progress across the Phase analysing and interpreting relevant data including a focus on vulnerable pupils and groups within the Phase.
- Work with the Phase to plan and implement interventions for those pupils who are not progressing.
- Ensure robust assessment outcomes are used to inform the teaching of a broad, structured and coherent curriculum in line with the school's curriculum intent, implementation and impact.
- Work with SLT to establish and sustain high-quality assessment across all subjects within the phase based on evidence.

- Contribute to the implementation of the school Pupil Premium Strategy for the Phase.
- Work with the SENDCO to develop, implement and monitor effective assessment systems for pupils with SEND.
- Be accountable for and monitor marking and feedback across the phase and subjects led in line with the school's policies and procedures
- Leading practice within a phase by demonstrating high expectations in terms of quality of the displays and organisation of the learning environment in the phase and across the school including for subjects led.
- Develop and enhance the quality of learning and teaching and the curriculum offer across specified areas of responsibility.
- Lead the development of appropriate resources, schemes of work, assessment policies and teaching and learning strategies.

Administration

- Organise and ensure the implementation of administrative tasks, e.g. exam preparation.
- Ensure staff have access to materials required to carry out duties and deliver high quality activities.
- 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, including a robust induction.
- Monitor the progress of new pupils, and ensure any issues are addressed and they feel supported with the transition.
- Oversee report writing for the phase.
- Provide updates and reports to leaders and governors including in relation to standards and progress, behaviour and attitudes and curriculum.

Behaviour, Attitudes and Safety

- Take a strategic lead for the development of behaviour and attitudes across the phase leading on phase development plans and contributing to policy and strategy.
- Monitor standards and progress in relation to behaviour, attitudes and safety across the phase.
- Liaise with parents, carers, pupils and external agencies in relation to behaviour and attitudes as required.
- Act as a point of contact for Safeguarding concerns within the Phase, liaising with the DSL.

Other responsibilities

- Lead on pupil voice activities/groups.
- Lead on pupil ambassadors for related subjects and areas of responsibility
- Undertake duties as part of SMT.
- Attend regular leadership meetings and briefings.
- Lead on staff induction for the phase.
- Lead on school events including bid writing, organisation, liaising with external organisations and working with the PTA and Apple Regional Training Centre
- Take an Active role as part of the Apple regional Training Centre

Additional Information

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

General Description of Activities/ Functions

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

The content of this job description maybe amended at any time following discussions between the Governing Body and the Headteacher, and will be reviewed on a regular basis.