



## **Job Description: Phase Leader**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description will be reviewed on an annual basis.

### **Key responsibilities include:**

- Leading, developing, supporting and holding to account teams to ensure high standards of teaching, learning and well-being of both staff and learners.
- Serving as an outstanding role model in teaching and professional conduct to inspire, motivate, mediate and influence staff.

### **1. Management of staff and resources**

- 1.1 Direct and supervise support staff assigned to you and teachers within your Phase.
- 1.2 Be accountable for high quality learning and teaching in assigned phase through regular monitoring and support to promote high standards and achievement for all.
- 1.3 Monitor effective assessment procedures to support teaching and learning and to inform SLT of any key issues arising from agreed curriculum.
- 1.4 Act as a positive role model for the teaching staff they manage in professional conduct and the positive promotion of the behaviour policy and anti-bullying strategy.
- 1.5 Be first line of call in managing behaviour incidents within their assigned phase and maintain records to enable effective feedback to the SLT of behaviour and learning attitudes of the children.
- 1.6 Contribute to the professional development of other teachers and support staff including overseeing the performance management for phase staff.
- 1.7 Agree and support the achievement of designated Phase pupil targets, making measurable contributions to whole school targets.
- 1.8 Raise standards in teaching and learning through monitoring, coaching and supporting staff, providing feedback to assist their progress against performance management objectives.
- 1.9 Manage the phase, including planning and implementation of timetables, organisation and deployment of support staff and holding regular phase meetings.

### **2. Whole school organisation, strategy, and development**

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Maintain effective and positive relationships with parents to strengthen home school relationships.
- 2.3 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.4 Ensure high standards of behaviour within the phase, addressing concerns regarding behaviour management in line with the behaviour policy.
- 2.5 Ensure the budget allocation aligns with learning priorities.
- 2.6 Contribute to the School's Improvement Plan
- 2.7 Lead a curriculum area.
- 2.8 To attend SLT meetings after school once a week to work collaboratively with the SLT.

### **3. Professional development**

- 3.1 Participate in arrangements for the appraisal and review of your own performance and that of other teachers and support staff.
- 3.2 Participate in arrangements for your own further training and professional development and that of other teachers and support staff including induction.



#### **4. Working with colleagues and other relevant professionals**

- 4.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 4.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

#### **5. Fulfil wider professional responsibilities**

- 5.1 Make a positive contribution to the wider life and ethos of the school.

### **Person Specification**

#### **General Qualities**

- Possess stamina, energy, drive and confidence.
- Demonstrate the ability to effectively address priority issues, and to be adaptable and responsive to circumstances.
- Demonstrate the ability to gain and maintain the confidence and respect of colleagues, pupils and parents.
- Be a balanced decision maker with consistency of judgement and inner integrity.
- Have due regard for existing good practice, implementing any necessary change with foresight and sensitivity.
- Demonstrate and promote high standards of literacy and numeracy, articulacy, and the correct use of standard English, in teaching and in communication with parents/carers and the wider school community.
- Promote inclusion and demonstrate a commitment to equal opportunities.

#### **Whole School Organisation and Strategy**

- Demonstrate the ability and commitment to work collaboratively with the Headteacher in the leadership and development of the school.
- Leadership experience, including the ability to analyse issues, and to develop effective and creative responses.

#### **Teaching & Management of Curriculum and Pupils**

- Extensive and successful teaching experience across a range of ages, demonstrating the skills of an outstanding classroom practitioner.
- In-depth and up-to-date knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment.
- Demonstrate regard for personal achievement and an understanding of different and diverse individual needs.

#### **Management of Staff & Professional Development**

- Experience and a proven record of achievement in a leadership role within an educational setting.
- Able to address problems and resolve conflict by applying skills of leadership, arbitration, and reconciliation, handling difficult situations effectively with subtlety and sensitivity.



- Lead by example, inspire high levels of performance in others, and maintain high levels of morale.
- Able to work as part of a successful team, motivating others to achieve shared goals.
- Demonstrate the capacity for development, improvement and continuous professional development in a leadership role.

#### Management of Resources

- Demonstrate a broad understanding of financial and resources management.
- Demonstrate commitment to maintaining and improving the quality of the school environment.

#### Communication and Collaboration

- Demonstrate effective communication with the Headteacher, the Governing Body, staff, pupils, parents and carers.

#### Qualifications

- Educated to graduate degree level.
- Hold Qualified Teacher Status.
- Evidence of continued professional development in a leadership role.