



The LETTA Trust

TLR 2b Job Description

Post title: Phase leader

Salary grade: Teacher's salary plus TLR 2b

Hours: Full-time

Contract type: permanent

Responsible to: Headteacher

Responsible for: Class teachers in your phase & own teaching assistants

Main Purpose

To provide leadership and management of:

- a teaching phase team in order to secure high quality learning & teaching throughout that phase enabling all pupils to achieve well
- a key area of the curriculum in order to ensure continuity, progression and development across the whole school
- an area of school improvement in order to achieve the aims and objectives set out in the SDP and the school's vision.

The key leadership behaviours required for success at this level are:

<p>Self-awareness</p> <p>Emotional self-awareness</p> <p>Accurate self-assessment</p> <p>Self-confidence</p>	<p>Social awareness</p> <p>Empathy</p> <p>Organisational awareness</p> <p>Service awareness</p>
<p>Self-management</p> <p>Emotional self-control</p> <p>Transparency</p> <p>Adaptability</p> <p>Achievement orientation</p> <p>Initiative</p> <p>Optimism</p>	<p>Relationship management</p> <p>Developing others</p> <p>Inspirational leadership</p> <p>Change catalyst</p> <p>Influence</p> <p>Conflict management</p> <p>Teamwork & collaboration</p>

Ref: The Emotional Intelligence Model developed by Daniel Goleman/HayGroup

Duties & responsibilities re phase leadership:



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- To support the Leadership Team (LT) in monitoring pupil achievement within the phase so that targets are met
- To support the LT in monitoring teaching & learning within the phase team so that the school's targets for standards of teaching are achieved
- To oversee effective curriculum delivery within the phase to ensure coverage, progression & continuity
- To collaborate with phase leader colleagues to facilitate the transition between phases
- To build partnerships with parents and carers of pupils so that they fully understand and support the school in its work with pupils
- To be committed to inclusive school practices and equality of opportunity so that all members of the school community are able to succeed
- To facilitate effective communication within the phase team so that all team members are well informed and feel valued
- To work alongside the LT in leading and managing the school in order to secure continued school improvement
- To share responsibility with other phase leaders for the running of the school in the absence of senior leaders.

Duties & responsibilities re curriculum leadership:

- To monitor pupils' progress in your curriculum area to ensure that attainment targets are met
- To provide a model of good practice that will support the continuing professional development of other teaching and non-teaching staff
- To improve the quality of teaching in your curriculum area by providing further training opportunities for staff, liaising with outside agencies and other schools and remaining up-to-date with developments and initiatives thereby enabling the school to meet its targets for the standard of teaching
- To monitor teaching and learning within your curriculum area so that the so that the highest standards are achieved



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- To oversee the delivery of your curriculum area throughout the school (planning, assessment and record keeping) and ensure coverage, continuity and progression
- To lead teams in the development of your curriculum area so as to use and develop the professional expertise of staff
- To involve parents and carers of pupils in your curriculum area development in order to raise pupil attainment
- To work with the LT to effectively monitor, evaluate and review the development of your curriculum area and offer advice to ensure that all targets are met
- To inform the school governors about the development of your curriculum area and encourage their involvement so that they can effectively evaluate progress against the SDP
- To work alongside the LT in leading and managing the school in order to secure continued school improvement

General requirements:

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.

Notes:

- This job description outlines duties which are in addition to those detailed in the duties of a school teacher as per the Teachers' Standards
- It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- This role will include a teaching commitment
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

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Post holder's signature:

Date: