

## Laurel Lane Primary School- Job Description

# Phase Leader

<b>Post title:</b>	Phase Leader
<b>Responsible to:</b>	Headteacher
<b>Pay Spine Terms and Conditions</b>	Teacher's Pay and Conditions
<b>Key Areas of Responsibility</b>	<p>The main focus of this post relates to improving teaching and learning in an allocated phase and teaching an assigned class of pupils.</p> <p><b>Core Tasks:</b></p> <ol style="list-style-type: none"> <li>1. To improve teaching and learning in a phase which provides a level challenge for pupils at all levels and raises expectations and aspirations.</li> <li>2. To lead phase meetings and attend Senior Leadership Team meetings to enable effective communication</li> <li>3. To lead a core curriculum area (negotiable)</li> <li>4. To teach an assigned class of pupils</li> </ol>
<b>Leading teaching and learning in an assigned Phase</b>	<p><b>Core tasks:</b></p> <p>To work with the Headteacher in improving teaching and learning in an assigned phase by:</p> <ol style="list-style-type: none"> <li>1. Monitoring teaching across an assigned Phase</li> <li>2. Implementing CPD on an individual level and phase level to improve teaching</li> <li>3. Monitoring achievement across a phase and being accountable for pupil outcomes</li> <li>4. Implementing performance management within the phase, setting challenging achievement targets and holding teachers to account</li> <li>5. Tracking improvements against agreed criteria, identifying success</li> <li>6. Reporting to the Senior Leadership Team on progress being made against short term, medium term and long-term goals</li> <li>7. Liaising with the Deputy Headteacher and SENDCo in the school to help improve teaching and learning within the phase</li> <li>8. Work with leaders at St Martin's to help develop teaching and learning across both schools</li> <li>9. Liaise with other similar Key Stage leaders within the Trust to share best practice and develop Trust policies.</li> </ol>
<b>Leading phase meetings</b>	<p><b>Core tasks:</b></p> <p>To work with the Headteacher in ensuring there is effective communication between the assigned phase and the Senior Leadership Team</p> <ol style="list-style-type: none"> <li>1. Leading team meetings for development purposes and management meetings to ensure effective communication</li> <li>2. Being an active part of the Senior Leadership Team, ensuring that the</li> </ol>

	<p>vision and expectations of the school are clearly embedded within an assigned Phase</p> <ol style="list-style-type: none"> <li>3. Implementing staff development programmes to improve teaching to support these pupils</li> <li>4. Setting challenging targets and holding leaders and teachers to account on improvements being made</li> <li>5. Ensuring that day-to-day school life runs smoothly across an assigned Phase through effective management, organization and communication</li> </ol>
<b>To lead a curriculum area</b>	<ol style="list-style-type: none"> <li>1. Write an action plan to improve teaching and learning in an assigned area of the curriculum, which is then implemented with clear impact</li> <li>2. Monitor and track progress towards improvements</li> <li>3. Work with the Deputy Headteacher to ensure that expectations within the curriculum match the needs of the learners in the school</li> </ol>
<b>Professional Development</b>	<p>The post holder will be expected to take part in extensive professional development alongside the school's CPD programme. This should include:</p> <ol style="list-style-type: none"> <li>1. How to become an outstanding leader of learning</li> <li>2. Ability to support and challenge and hold staff to account</li> <li>3. Ability to measure effectiveness and set priorities</li> </ol>
<b>Line Management</b>	<ol style="list-style-type: none"> <li>1. All teaching staff in an assigned phase</li> <li>2. Leading a core curriculum area</li> <li>3. Be a professional mentor for Early Careers Teachers</li> </ol>
<b>Safeguarding statement</b>	<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <p>Providing a safe environment for children and young people to learn in</p> <p>Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.</p>

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Registered with the GTC</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development</li> <li>• Attendance of NCSL relevant courses to develop leadership skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of leading a team</li> <li>• Minimum of four years' experience teaching at Primary School level as a qualified teacher at the time of application</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching across the whole Primary age range;</li> <li>• Supporting teaching to improve quality of teaching and learning</li> <li>• Leadership of a core curriculum area</li> <li>• Experience as a member of a Senior Leadership team</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Pupils educational development;</li> <li>• A thorough knowledge and understanding of standards that pupils need to achieve by the end of the key stage you are applying to lead;</li> <li>• The planning and preparation of children's' learning</li> <li>• The monitoring, assessment, recording and reporting of children's progress;</li> <li>• Effective teaching and learning styles.</li> <li>• Effective leadership of a team in securing high achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Leading learning across the school</li> <li>• Strategies to improve teaching and learning in the core subjects</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to prioritise and work 'smartly' and be well organised</li> <li>• Communicate high expectations through challenging targets</li> <li>• Promote the school's aims positively, and use effective strategies to monitor motivation</li> </ul>	<ul style="list-style-type: none"> <li>• Proven success in motivating a team</li> </ul>

	<p>and morale;</p> <ul style="list-style-type: none"> <li>• Develop good personal relationships within a team;</li> <li>• Establish and develop close relationships with parents, governors and the community;</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>• Create a happy, challenging and effective learning environment;</li> <li>• Work as part of a team and as a team leader;</li> <li>• Act as a good role for all the Federation;</li> <li>• Confident in using ICT.</li> </ul>	
Personal Characteristics	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Warmth of character</li> <li>• Enthusiasm and energy</li> <li>• Committed and willing to succeed</li> <li>• The ability to communicate at all levels</li> <li>• Positive approach to working with children</li> <li>• Empathetic</li> <li>• Organised and flexible</li> <li>• Patient</li> <li>• Resourceful</li> </ul>	

- The above job description runs in parallel with the job description of a class teacher.
- This is a teaching post and the post-holder will be expected to teach an assigned class of pupils.

**Frays Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**