



Job Description

KEY INFORMATION	
Post title:	Phase Leader
Grade:	MPS/UPS + TLR2a
Responsible to:	Head of School/Principal
Responsible for:	School staff and pupils

OVERALL PURPOSE OF JOB
Provide leadership and management of the phase curriculum, delivering high-quality teaching and effective use of resources. Improve learning standards and achievement for all pupils, whilst also carrying out classroom teacher duties

MAIN DUTIES AND RESPONSIBILITIES	
1	Lead staff in the phase by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning
2	Provide guidance and support to staff within the phase, mentor and develop staff, model best practice and demonstrate up-to-date knowledge of current theory and practice
3	Work in partnership with parents and the community, keeping them informed and involved in pupils' learning
4	Contribute to whole-school self-evaluation and school improvement planning
5	Work with other teachers to review the curriculum and make sure there is continuity and progress
6	Establish short, medium and long-term plans for developing and resourcing the phase curriculum
7	Develop the school's approach to assessment within the phase and lead on the strategy to improve the quality of teaching and learning
8	Take a leading role in inducting new phase staff and making sure they uphold expected values and the Teachers' Standards
9	Attend meetings according to school policy, and lead where required



10	Where required, prepare and deliver reports to relevant groups (governors, parents, etc.)
11	Monitor budgets within the key stage
18	Adhere to and carry out the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Good honours degree in a relevant subject, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	Evidence of recent and relevant CPD
4	<i>Further qualifications relevant to the role (desirable)</i>
Experience	
1	Substantial, relevant teaching experience within the phase
2	Excellent classroom practitioner with evidence of excellent outcomes for pupils
3	In-depth knowledge of the curriculum within the phase
4	Experience of implementing teaching and learning strategies to improve quality and pupil attainment
5	Experience of using data to measure impact and inform improvement
6	<i>Experience of leading on whole school priorities (desirable)</i>
Skills/Knowledge/Abilities	
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically
2	Strong ability to use a range of teaching and learning strategies for improving the learning and achievement of all pupils
3	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
4	Ability to communicate effectively to a range of stakeholders, including pupils, staff, parents and others
5	Knowledge of legislation and guidance on curriculum requirements and phase delivery
7	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance
8	<i>Knowledge and experience of the Ofsted framework in relation to primary settings (desirable)</i>



Personal Attributes	
1	Strong personal and professional integrity, with resilience and ability to motivate self
3	Excellent personal organisation and a track record of timely delivery of tasks and projects
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	A commitment to aspirational outcomes for all pupils
7	A commitment to equality and diversity
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check