**FOXWOOD ACADEMY**

**JOB DESCRIPTION**

Job Title/Post: Phase Leader

Responsible to: Headteacher, Deputy Headteacher & Governing Body

**Core Purpose of the Phase Leader**

To assist the Headteacher in the leadership and management of the school by:

* Promoting the intellectual, spiritual, moral, emotional, social and physical development of all children.
* Leading by example in being an outstanding teacher.
* Taking responsibility for behaviour across the phase, referring pupils to the Deputy Head or Assistant Headteacher if appropriate.
* Managing the phase on a day-to-day basis, ensuring that all agreed policies and procedures are being implemented.
* Managing the health, safety and welfare of all pupils in the phase, ensuring that any issues identified are brought to the attention of the Senior Leadership Team and Health & Safety Governors.
* Meeting with prospective parents and showing them around the school when requested.
* Leading information meetings for parents and pupils when required and assisting the Deputy Head and Headteacher with its organisation.
* Taking responsibility for dealing with parental concerns and informing, or referring them on to, the Deputy Head/Headteacher.
* Reporting on issues raised by colleagues to the Senior Leadership Team.
* Ensuring that tasks delegated to you by the Senior Leadership Team are carried out by the time allocated for their completion.
* Discussing agendas for staff meetings, where appropriate.

**Specific Responsibilities and Key Tasks**

**Teaching and Managing Pupil Learning**

* Carry out the professional duties of a teacher as set out in the School Teachers’ Pay and Conditions document and the DfE 2013 Teachers’ Standards Framework.
* Act as a role model by providing inspirational and creative teaching which secures high standards of learning, behaviour and motivation.
* Play a significant role in creating and maintaining a climate which promotes and secures outstanding teaching and effective learning, high standards of achievement and good behaviour throughout the phase.
* Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement.
* Help to create and implement positive strategies to celebrate diversity and to promote inclusion for all pupils.
* Assist in ensuring that pupils in the phase develop study skills in order to learn more effectively and with increasing independence.
* Be an outstanding classroom teacher and be able to demonstrate model lessons to staff, Governors and other stakeholders when required.

**Teaching and Learning**

* Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
* To be responsible to the Headteacher for co-ordinating the work of the Phase supporting and advising where appropriate.
* Support subject leaders in the development and implementation of curricular initiatives.
* To monitor the quality of teaching and learning in the phase, in line with the academy policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
* To review long term planning in the phase to ensure coverage, progression and a range of learning experiences across the phase.
* To liaise with other phase leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

**Pupil Achievement**

* Play a significant role in making explicit to staff, pupils, parents and the wider community the school’s high expectations in all areas and for all pupils.
* Ensure that resources are dedicated to ensuring the highest standards of achievement for all pupils in the phase.
* Monitor teacher and pupil performance in the phase, in partnership with the Assessment Co-ordinator, and produce findings, reports and recommendations for the Headteacher and Senior Leadership Team.

**Managing Own Performance and Development**

* Use effective ICT skills for teaching/learning and management.
* Prioritise and manage own time effectively, particularly in relation to balancing the demands of teaching with commitment to school leadership.
* Work under pressure and to deadlines.
* Keep up to date with current educational development and ensure that Foxwood Academy is at the forefront of current practice.

**Managing and Developing Staff and other Adults**

* Lead phase meetings, ensuring equality of opportunity for all staff to contribute, and to report back to the Senior Leadership Team.
* Carry out appraisals of a number of staff across the phase.
* Motivate and support staff to carry out their respective roles to the highest standards.
* Ensure that constructive working relationships are formed between phases.
* Contribute to the professional development of staff through example, induction, mentoring and leading INSET training where appropriate and relevant.

**Managing Resources**

* Assist the Senior Leadership Team in the process of recruiting staff of the highest quality for the whole Academy.
* Assist the Senior Leadership Team in setting appropriate priorities for expenditure and allocation of funds to ensure effective resources for the phase.
* Manage, monitor and review the range, quality, quantity and use of all available resources and the environment, in order to improve pupils’ achievements, ensure efficiency and secure value for money.

**Relations with Parents and the Wider Community**

* Actively seek opportunities to develop effective relationships with the Community in order to extend the curriculum and enhance teaching and learning in the phase.
* Create and maintain an effective partnership with parents of pupils in the phase in order to support and improve pupils’ achievement and personal development.
* Ensure that parents and pupils are well-informed about all relevant matters.
* Lead information meetings for parents and contribute to Governors’ meetings on any relevant phase issues when appropriate.

The details contained within this job description reflect the content of the job at the time it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the leadership of the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.