**Job Description and Person Specification**

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| **Post Title:** | Teacher/Phase Manager |
| **Salary:** | TLR 2 £3391 (1st Year) rising to £5557 (2nd Year onwards) |
| **Relationships/Line Management**  | Responsible to:* Assistant and Deputy Headteacher
* Governors

Responsible for:* Teaching teams within the identified phase

Important internal relationships: * Pupils and parents/carers
* All members of staff
* The Governing Body
* Therapy Teams
* Trainee teachers and volunteers

Important external relationships:* Local Authority staff
* Link Inspector
* Teachers and leaders in other schools
* Visiting professionals
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| **Key Purpose:** | * To support and lead the phase team in implementing our Teaching and Learning Guidelines, to promote effective teaching and learning for pupils in all areas of the curriculum.
* To be responsible for the implementation of the SEN policy within the phase
* To be responsible for the implementation of the Assessment Policy within the phase.
* To manage the day-to-day arrangements for the phase.
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| **Key Areas of Responsibility:** |
| * To have a pivotal role in implementing and embedding our people strategy and fostering a positive workplace culture.
* To contribute to the safeguarding of pupils and staff by keeping up-to-date with good practice and training and act as an exemplar in terms of own safeguarding practice across the phase and at SMT. Phase Managers are expected to have a sound understanding of academy safeguarding policies and practices and work within these.
* Class Teacher, being an exemplar of good practice in terms of own classroom teaching and organisation
* To work with the Assistant/Deputy Headteacher to develop the curriculum within the phase to ensure it is responsive to individual need, based on EHCPs and promotes effective teaching and learning for pupils
* To work with the Assessment and Accreditation Manager on the implementation of the school assessment policy and to lead its implementation within the phase.
* To meet with staff within the phase and ensure curriculum coverage, continuity and progression
* With class teachers, to monitor the individual progress of pupils within their phase through the Individual Education Plans and to arrange and monitor the Curriculum reports and the Annual Review reports.
* To oversee on and off-site Risk Assessments within the phase

**Teaching and Learning*** To secure and sustain effective teaching and learning throughout the whole phase and assist in evaluating the quality of teaching and standards of pupils’ achievements
* To lead the phase’s assessment procedures and policy ensuring that successful strategies for on-going day to day assessment are embedded in teaching sessions
* To support class teachers to develop inclusive and community links, as appropriate for pupils within the phase.
* To support class teachers to assess pupils accurately and use this information to set targets, plan well matched activities and plan best next steps

**Strategic Development*** To be part of the Senior Management Team and contribute to the School Development Plan, monitoring its progress and effectiveness

**Leading and Managing Staff*** To provide support, challenge, information and development necessary to sustain, motivate and secure improvement in teaching and learning across the phase
* To plan and deliver teacher meetings as necessary to support CPD
* With other Phase Managers and Senior Staff to plan the day-to-day staffing arrangements
* To support phase staff with day-to-day family contact and provide the management ‘point of contact’ for communication with families.

**Personal Specification:**You will be able to demonstrate the following competencies:* Successful teaching experience in a special educational needs school and with a range of learners
* Able to lead, motivate and enthuse others
* Able to keep abreast of current educational thinking
* Able to work strategically and consider the whole school needs as well as that of the particular phase
* Able to demonstrate good communication skills
* Able to organise, prioritise and delegate
* Able to analyse and use pupil data on attainment and progress to raise standards
* Able to set challenging and well-matched targets for children and staff
* Knowledge of processes for safeguarding pupils, welfare and well-being
* Experience of monitoring, evaluating and improving the quality of teaching and learning
* Evidence of commitment continuing professional development
* Able to remain positive and enthusiastic, including when under pressure
* Able to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams
* Able to manage, monitor and review available resources, ensuring value for money
* Able to performance manage teachers in the phase, including leading lesson observations
* Effective computing skills for both teaching and management

The range of responsibilities listed above is not exhaustive and is subject to change at the direction and direction of the Headteacher. |