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**JOB DESCRIPTION: Full-time Phase Lead and Class Teacher (September 2024)**

**Salary:** Teaching and Learning Responsibility Payment –TLR 2a (£3,024)

**Responsible to:** Executive Head Teacher and Head of School

**Responsible for:** Phase Teachers and Educational Teaching Assistants

**Job Purpose**

To be accountable for providing professional leadership and management in the development of the curriculum so as to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

To actively participate in whole school self-evaluation and school improvement planning.

To be responsible for the coaching, mentoring and development of all staff within the Phase.

To be responsible for the leadership, development and improvement of a core curriculum subject.

**Strategic Development**

To be part of the Senior Management Team and contribute to the development of the Academy Improvement Plan, monitoring its progress and effectiveness.

Develop and implement policies and practices for the Key Stage/ Phase which reflect the school’s commitment to high achievement and which are consistent with national strategies and policies.

Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability.

Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it.

Take responsibility for the development and monitoring of the curriculum provision throughout the Phase, liaising appropriately with subject leaders, class teachers and previous and subsequent phase leaders.

Have input into the target setting process for raising achievement for pupils across the Phase.

**Teaching and Learning**

Set appropriate expectations for the staff and pupils in relation to standards of pupils’ achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils’ achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

To be an exemplar of good practice in terms of own classroom teaching and organisation.

Support the Senior Leadership Team in the monitoring and evaluating of the quality of teaching and learning across the Phase, including the analysis of performance data.

To secure and sustain effective teaching and learning throughout the whole phase and assist in evaluating the quality of teaching and standards of pupil achievement.

Enthuse, lead, develop and enhance the teaching practices of others across the Phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.

Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high quality teaching.

To work with and support subject leaders using their subject knowledge to enhance the quality of teaching and learning across the Phase.

Establish a partnership with parents to involve them in their child’s learning, ensuring that they are well informed about the curriculum, targets, individual pupils' progress and achievement.

**Wider School**:

Develop and maintain good relationships with parents, outside agencies and the local community.

Be responsible for the pastoral care of pupils within the Phase team, promoting self-discipline and positive behaviour in accordance with school policy.

Ensure issues surrounding the transition of pupils from the pre and post phases are considered across the school.

In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of school visits and extra curriculum enhancements within the Key Stage.

Support the Senior Leadership Team in developing positive working relationships with and between all pupils and staff.

Ensure newly qualified and staff new to the school receive appropriate induction and support.

Develop links with the Trust, Governing Body, Local Authority and North Huddersfield pyramid schools.

Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school and the team for which you are responsible.

Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.

**Core Curriculum:**

Observe, review and evaluate the quality of teaching in the curriculum area.

Undertake book scrutiny, planning scrutiny, lesson observations, staff and pupil interviews.

Collect and analyse data in the subject.

Formulate action plans based on data and monitoring to drive forward improvements to provision.

Improve the end of year outcomes for pupils across school.

Identify the need for and provide training for colleagues.

Provide planning and teaching support for newly and recently qualified teachers.

Share subject information with other staff, the Senior Management Team, Senior Leadership Team and Governors.

**Phase Leader** – to be responsible for given year groups as identified by the Executive Headteacher / Head of School to reflect the needs of the Academy.

**Core Curriculum** – as identified by the Executive Headteacher / Head of School to reflect the needs of the Academy.