



PHASE LEADER

Job Description & Person Specification

February 2019

Job Description

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| Job Title: | Phase Leader |
| Accountable to: | Head of School |
| Salary: | Cirrus pay scale plus TLR 2a |

Core Purpose

- ☐ To share in the leadership and management of the school under the direction of the Head of School.
- ☐ To take a lead in ensuring the highest standards and expectations with regard to the planning, assessment and delivery of the curriculum.
- ☐ To lead a phase group and to teach classes across the school to ensure consistency and outstanding provision.

The postholder will receive regular administrative time to lead and manage the phase group, as well as teaching primarily within their phase.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. The post requires you to teach children in the age ranges 3 to 11 years, and by example, provide an outstanding professional model in all areas of leadership as required by the Head of School.

The Phase Leader will:

1. Be an exemplary class teacher and take a lead in ensuring excellent professional practice across the phase group; including providing cover for absence/PPA as required.
2. Lead a phase within the school: leading and planning phase meetings with the other phase leaders, ensuring that teachers are informed and supported to ensure outstanding provision in your phase;
3. Work with other Phase Leaders to ensure consistency across the school and attend meetings as required;
4. Be responsible for ensuring the effective use of assessment and monitoring of standards and attainment for pupils in your phase group, including vulnerable groups;
5. Observe lessons and give feedback for professional development, and give others the opportunity to observe you teach, including team teaching;
6. Support NQTs, School Direct and other students within the Phase group;
7. Observe and support Teaching Assistants for their performance management;
8. Conduct checks on books and planning and undertake learning walks/drop ins to ensure consistency across the phase group and provision is in line with school policies;
9. Support the teachers in leading and managing their classes including: timetables, planning, curriculum enrichment activities, whole school deadlines, report writing

10. Support teachers in the year group with regard to pastoral care and parents/carers;
11. Support teachers with requisition within financial limitations the resources (consumables) needed for the year group;
12. Support the teachers to organise and lead parent forum meetings, class assemblies and productions/concerts as appropriate;
13. Promote high quality professional development for those in your team; be involved in organising and running of enrichment and extra-curricular activities e.g. trips, residential trips and clubs
14. Ensure that all required documents, forms, reports are completed appropriately, including action planning;
15. Ensure equal opportunities with regard to all aspects of practice and provision;
16. Work with the Leadership Team to oversee the successful implementation of new initiatives, taking full account of relevant national and local agenda;
17. Support and actively promote decisions made by the leadership team.
18. Update the leadership team, Head of School and governing board on the development of the phase group and raise any issues appropriately;
19. Engage in school to school support;
20. Undertake other such duties in the school, which the Head of School may from time to time require.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

Education:

1. Good honours degree or higher (2:1 preferred)
2. Hold Qualified Teacher Status
3. Evidence of appropriate subsequent in-service training

Experience:

4. At least five years teaching experience
5. Substantial teaching experience in EYFS, KS1 or KS2 and in a school or schools rated as at least 'good' in the most recent Ofsted inspection

6. Current experience of leading a subject or team with demonstrable whole school impact
7. Proven experience of high standards of primary classroom practice
8. Experience of supporting other staff including: NQTs and students
9. Experience of supporting Teaching Assistants
10. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.

Commitment and ability:

11. Evidence of the personal and intellectual qualities required to set an example to others, to lead a team, and be an approachable member of staff
12. Evidence of the skills and abilities required to advise teachers in their planning and assessment
13. Evidence of good organisational skills to create and maintain a stimulating, attractive and interactive learning environment
14. Evidence of being able to develop and maintain good relations with all members of the school community
15. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues
16. Able to demonstrate how current role has impacted positively on pupil attainment and progress
17. Provide professional leadership, set standards, motivate and foster team spirit, promoting good staff relationships
18. To be enthusiastic about working within a climate of positive change. Able to assimilate new ideas and procedure into own practice and model this to others
19. Ability to organise own workload successfully and that of others
20. Ability to work to agreed deadlines
21. Ability to take decisions
22. Commitment to professional development of self and others
23. Be an exemplary and innovative leader
24. Commitment to ensuring equality of opportunity with regard to all aspects of school life
25. A commitment to all aspects of the extra curricular life of the school
26. Ability to shape the school's vision
27. A commitment to further professional development

