

GLF Schools - Job Description

Job Title	Phase Leader	Job Reference	
Location	Floreat Montague Park	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To support and lead the phase team to promote and lead teaching and learning of children in all areas of the curriculum and embed high quality provision. To support and lead the phase team in the implementation of the school assessment policy and tracking progress and achievement across the phase of which you are accountable for. As a senior leader, promote cross phase understanding and development. 			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> In collaboration with the School Leadership Team, formulate the aims and objectives of a particular phase. To monitor assessment data to track progress of children within two year groups, putting systems or interventions in place to enhance learning. To analyse and report on year group child/student assessment data. To have high expectations of children and set challenging individual child/student targets for all within the year group. To manage the budget allocated to each year group. To keep up to date with current policy and practice issues; share this with staff and take appropriate action to improve provision where appropriate. To work in partnership with the leadership and management team in the cycle of planning, implementation, review and evaluation of the school development plan. To monitor and evaluate the impact of the policies, practices, targets and priorities in each year group, identifying developments needed and working with the staff team to achieve them. As a classroom teacher, be an excellent role model, being an exemplar of excellent practice in terms of own classroom teaching and organisation, setting standards for others to emulate. To lead each year group team in the delivery of a creative and stimulating curriculum. To be instrumental in the development of high quality teaching and learning including the monitoring of curriculum planning, giving feedback and advice and assisting and supporting colleagues with the planning and delivery of a differentiated curriculum. 			

- To seek ways of sharing good practice and to ensure that there is ongoing professional dialogue about teaching and learning amongst school staff.
- To work in partnership and fully support the leadership and management team in efficient management of school resources.
- Working to support the vision and ethos of the school at all times.
- Take lead on curricular areas as agreed with the Headteacher.
- Taking such part as may be required in relation to the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Lead and direct year group teachers in activities to monitor and evaluate standards.

Learning and Teaching

- Planning and preparing excellent lessons.
- Teaching excellent lessons that meet the needs of all children within the class, and facilitate good learning and progress.
- Regularly mark and provide feedback to children in accordance with the school policy.
- Have a regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned.
- Assessing, recording and reporting on the development, progress and attainment of children
- Ensuring the effective/ efficient deployment of classroom support.
- Effectively using ICT to support the teaching and learning.
- Providing an inspirational learning environment as a model to others.

Pastoral

- Promoting the general progress and well-being of the individual children and of any class or group assigned.
- Making records of and reports on the personal and social needs of the children
- Communicating and consulting with parents.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessments and reports

- Providing or contributing to oral and written assessment, reports and references relating to individuals or groups of children.
- Effectively using ICT to support assessment and performance tracking.
- Monitoring and reviewing the annual reports for teachers within each year group.

Appraisal

<ul style="list-style-type: none"> • Participating in arrangements in line with school performance management procedures.
Other duties
<ul style="list-style-type: none"> • Lead/attending staff meetings and assemblies. • Develop and implement key initiatives across the school as required. • Review the methods of teaching and programmes of work. • Participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet the needs identified in performance management objectives or statements. • Working as a member of a designated team and to contribute positively to effective working relations within the school. • Contribute and lead on specific areas of the school improvement plan. • To perform in accordance with any direction which may be given by the Headteacher, any duties that may reasonably be requested.
Accountability
<ul style="list-style-type: none"> • Headteacher and Assistant Headteacher • GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
<ul style="list-style-type: none"> • GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.