JOB DESCRIPTION

Phase Leader

Job title: Phase Leader
Grade: Standard school pay scale in line with the current School Teachers’ Pay and Conditions plus TLR 2.

Responsibilities and main duties:

The Phase Leader will have responsibilities in the areas of leadership, curriculum development, monitoring achievement and progress within the phase, liaison with parents and outside agencies and pastoral duties.

Experience and Skills:
- A consistently Good / Outstanding classroom practitioner at all times.
- Proven high expectations of children’s attainment and progress.
- Experience of effectively leading a subject area and having whole school impact.
- Experience of leading a whole school initiative and leading staff training.
- Evidence of commitment to own continuing professional development.
- Good interpersonal skills.
- Good people management skills.
- Good level of ICT literacy.
- Ability to think creatively and imaginatively.
- Understanding of effective teaching strategies and teaching styles.
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management.

Practical Skills:
- Ability to work both autonomously and as a member of a team.
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers.
- Empathetic and approachable manner.
- Highly motivated.

Leadership:
- Be a member of the Leadership Team.
- Proactive and positive leadership of your phase to support whole school initiatives.
- Line manage teachers and LSA's within the phase.
- Implement and support the performance management process as a reviewer when requested.
- Show a high level of confidentiality and professionalism at all times.
- Provide support to the Headteacher, promoting positive attitudes to change and school Improvement.
- Ensure that the aims, policies and values of the school are upheld.
- To lead regular phase meetings with team members
- Take a lead in securing and embedding within your phase the pastoral and behavioural support systems in the school.

Curriculum:
- Lead, develop and enhance the teaching of others within the phase
- Monitoring the quality of teaching and learning and sharing judgments with teachers and support staff as appropriate.
- Create opportunities for the development of independent learning within the phase.
- Lead and develop your subject throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
Monitor, review and evaluate your subject to ensure that it is being effectively delivered throughout the school.

**Assessment:**
- Closely monitor the progress and attainment of children within the phase ensuring high expectations by all teachers.
- Ensure that the target setting process is robust and is linked to standards and individual achievement.
- Use data and children’s work to monitor progress and implement changes where necessary.

**Liaison:**
- Closely liaise with other phase leaders to ensure effective transition for pupils from one year to another.
- Work with other phase leaders to ensure effective communication across the school.
- To promote the image of the school within the local community.

**Pastoral:**
- Actively encourage and support all staff, providing advice, praise and assistance when needed.
- Foster and develop good relationships within school and between parents and Governors.
- Foster and develop an atmosphere of trust and care within school in order to generate a healthy team approach and a climate of security.

**Safeguarding:**
- Understand the safeguarding policy and procedures.
- Ensuring that the Safeguarding procedures are followed by all staff.
- Be mindful of Health and Safety regulations.
- To be responsible for promoting and safeguarding the welfare of children and young People within the school.

**General:**
- To be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos for learning.
- To promote our rainbow promise and the distinctive Christian Ethos of our school.

**Responsible to:** Headteacher, Members of the Senior Leadership Team (SLT) and the Governing Body