



## Phase Leader Job Description

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### Preamble

All teachers are subject to the conditions of employment set out in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Professional Standards for Teachers which identifies different expectations of teachers at different stages in their career.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

### Role of the Phase Leader

Phase Leaders are accountable for the quality of provision and the standards of achievement in their year groups. They are supported in their work by Senior Leaders and fellow Phase Leaders. They take responsibility for the effective day to day running of their aspect of leadership and promote the safeguarding and well-being of all children.

## Teaching and Learning

To provide a role model for teaching and learning by:

- Modelling consistently high-quality teaching and be able to demonstrate excellent practice to others
- Have a secure pedagogical subject knowledge of all National Curriculum subjects taught in identified Phase
- Using data to identify individuals or groups of pupils that need targeted support, and develop and implement strategies to raise achievement
- Actively developing their own practice through self-evaluation and appropriate training
- Sharing expertise across their phase and where relevant the wider school
- Ensuring appropriate coverage, continuity, consistency and progression in the curriculum
- Providing guidance on the choice of appropriate teaching and learning strategies to colleagues

## Strategic Direction

To make an impact on educational progress beyond assigned pupils by:

- Raising the standards of teaching and learning through the support of staff and modelling of effective strategies
- Maintaining high quality provision ensuring that learning experiences and the environment promote and reflect best practice
- Support the creation and implementation of the school development plan, especially as it relates to the year groups and to take responsibility for appropriately delegated aspect of it
- Ensuring that the information about pupils' achievement is used effectively to secure good progress
- Support the implementation of the school's self-evaluation strategies through the monitoring of practice

## Leadership

To secure high quality teaching and learning, effective use of resources and improves standards of attainment for all pupils in your year groups

- Adhering to the National Standards for leaders
- Developing and implementing policies and practices to ensure high achievement and effective teaching and learning
- Ensuring curriculum continuity and coverage and progression for all pupils
- Monitoring and evaluating the quality of teaching and learning
- Ensuring that high standards of achievement, behaviour and discipline are maintained
- Develop positive working relationships with and between all pupils and staff in the year groups
- Being responsible for the pastoral care of pupils throughout the year groups, promoting self-discipline, high expectations and good behaviour at all times, in accordance with school policies
- Identifying key areas for school improvement and evaluating progress against them
- Support the Senior Leadership Team in the monitoring of the quality of teaching and children's achievements across the year groups, including the analysis of performance data

## Accountability

To contribute to the leadership, management and development of whole school practice by:

- Attending as appropriate Leadership Team meetings
- Offering total external support to all decisions made
- Liaising with the Senior Leadership Team and other leaders to support school improvement issues
- Undertaking all such duties as are reasonable and appropriate to the nature of the post as determine by the headteacher

## Final Note

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the headteacher.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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