

**JOB TITLE: PHASE LEADER**

**LOCATION: Brookmans Park School**

**SALARY RANGE: UPPER PAY SCALE**

**Main purpose**

The Phase Leader will:

* Have responsibility for and oversee the management of KS1 or LKS2 or UKS2
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
* Meet the expectations set out in the Teacher’s Standards
* Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

**Key responsibilities**

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

* Take overall responsibility for the coordination of teaching, planning and learning within the phase.
* Take overall responsibility for the quality and standards of teaching and learning across the phase.
* Encourage good working practices and provide leadership, direction and support to both teaching and support staff within the phase.
* Oversee all aspects of the key-stage organisation and management including the preparation and chairing of meetings.
* Ensure the effective transition of pupils from phase to phase and if necessary communicate with other phase leaders to ensure continuity and progression.
* Make a significant contribution to the schools’ leadership tasks as a member of the senior management team.
* Evaluate achievement, attainment and pupils’ progress data and provide reports to the senior management team and governors as required.
* Monitor standards of behaviour across the phase.
* Manage and facilitate the induction process of new members of staff within the phase.

**Teaching:**

* Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder.
* Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Participate in arrangements for preparing pupils for examinations.

**Whole-school organisation, strategy and development:**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision.
* Make a positive contribution to the school’s vision and values.
* Work with others on curriculum and/or pupil development to secure coordinated outcomes.

**Health and Safety:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
* Promote the safety and wellbeing of pupils.
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Develop effective professional relationships with colleagues.

**Management of staff and resources:**

* Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers.
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Monitor quality and standards of resources delegated to them.

**Professional development:**

* Take part in the school’s appraisal procedures.
* Take part in further training and development in order to improve own teaching and overall performance.
* Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

* Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.