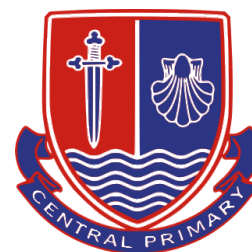


# Central Primary School

## Phase leader



### Job Description

**Salary scale:** M/UPS depending on experience +TLR 2

**Responsible to:** Headteacher/Deputy Headteacher.

This is in addition to the requirements of a class teacher.

### Purpose of the job

To work with the Headteacher and Senior Leadership Team (SLT) in all aspects of school improvement with key responsibility to develop and sustain effective practice in a given phase. This post includes a class based teaching role, usually within your phase taking responsibility for the education and welfare of the children in that phase, in accordance with the current School Teachers' Pay and Conditions Document.

### Strategic Direction and Development of the School

- In partnership with the Head Teacher and SLT to share in the leadership of the school.
- To work with the Head Teacher on the appointment of staff and to complete their appraisals and induction.
- To work with the Head Teacher on negotiated areas of whole school management.
- To work within the SLT to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- To ensure your own continuing professional development and to contribute to the professional development of all the staff.
- To support the vision of the school and shared pride in the school's success.
- Promote positive relationships with parents/carers throughout your phase, listening to feedback and acting on it accordingly.

### Strategic Direction and Development of your Phase

- Develop and implement policies and practices for your Phase that reflect the school's commitment to high achievement and effective teaching and learning.
- Lead staff in preparing and developing policy documentation for your Phase.
- Review and adapt school policy to incorporate any new requirements.
- Monitor the implementation of the policy documents.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of your Phase.
- Lead and create a climate, which enables other staff to develop and maintain positive attitudes towards your phase and confidence in teaching in this phase.
- Use data effectively to identify pupils who are not making expected progress in all areas of learning and, where necessary, create and implement effective plans of action to support those pupils.
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- Monitor the progress made in achieving action plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

- Attend SLT meetings and contribute to whole school development including leading INSET sessions.
- Responsible for safeguarding the children in your phase alongside the Designated safeguarding lead.
- Maintain high standards of behaviour throughout the phase alongside the behaviour lead.
- Work alongside the allocated LMA for your phase to ensure the very best outcomes for the children.

### **Learning and teaching**

- Demonstrate consistently outstanding teaching for all colleagues.
- Ensure curriculum coverage, continuity and progression across Phase for all pupils, including those of high ability and those with special educational or EAL needs.
- Develop and maintain a stimulating and challenging learning environment inside and outside.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the areas of learning and of different pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Evaluate the teaching throughout your Phase in the school, use this analysis to identify effective practice and areas for improvement, and take action to further improve the quality of teaching.
- Assist and advise on curriculum planning.
- Report to Governors as appropriate.
- Develop links and a transition policy between phases to ensure continuity and progression.
- Develop links between the local community and the school.

### **Leading and Managing Staff**

- Sustain own motivation and that of other staff involved in Phase by demonstrating professional behaviour at all times.
- Establish clear expectations and constructive collaborative working relationships among staff involved.
- Audit training needs of staff.
- Lead professional development of Phase staff through example and support, and co-ordinate the provision of high quality professional development.
- Attend meetings for phase leaders and keep staff informed about current initiatives.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teachers Status, the Career Entry Profiles and standards for induction.
- Work alongside the wellbeing lead, to provide a healthy work life balance.
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the deputy and / or Head in their absence.

### **Efficient and Effective Deployment of Staff and Resources**

- Identify appropriate resources for your Phase and ensure that they are used efficiently, effectively and safely.
- Establish staff and resource needs and advise the Head Teacher of likely priorities for expenditure.
- Make resources available and accessible to staff and suggest strategies for their use.

- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties.

### **Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Sign \_\_\_\_\_

Date \_\_\_\_\_