

Phase Leader Job Description

Employment details

Job title:	Phase leader
Grade:	In accordance with the current Trust pay policy
Reports to:	Headteacher
Job purpose: In addition to the responsibilities of a class teacher, the phase leader will strategically lead a team across four classes of our school and provide support for the headship team through the leadership and management of a Key Stage. Additionally, the holder will oversee all aspects of the administration and management of assessments of the Key Stage. This role includes an additional half day per week management release and a TLR2b.	

Main duties and responsibilities

An unrelenting focus to maximise student attainment, progress and achievement across the Key Stage
Co-ordinate and manage the Key Stage reacting to immediate need and proactively planning for success
Monitor the teaching, planning and curriculum delivery and collate feedback in order to ensure quality, inclusion and progression from each year group and between key stages
Assist the Headteacher with completion of performance appraisals for the Key Stage team
Assist the Headteacher with the monitoring of student progress and reporting where appropriate, to parents, colleagues and senior management
Assist the Headteacher and School Business Officer with budgetary control of the Key Stage
Assist the Headteacher with mentoring and coaching of teachers within the phase
Identify and supervise arrangements for visits and visiting speakers, including letters to parents, risk assessments and staffing arrangements
Represent the Key Stage at SLT meetings
Plan and deliver Key Stage phase meetings
Monitor assessment of students' work to ensure consistency in levelling and grading
Assist the Headteacher with checking reports and reporting arrangements
Take a lead on supporting behaviour management across the school
Keep up to date with National Strategies and government agendas, and where appropriate co-ordinate the assessment strategies appropriate to the Key Stage
Identify opportunities to further develop the Key Stage curriculum
To assist in inducting and mentoring new staff including NQTs into the Key Stage
Supporting the Headteacher at information events
To assist the Headteacher and School Business Officer in evaluating the effectiveness of courses attended by staff within the Key Stage
To carry out a share of supervisory duties
To collaborate with staff across the Inclusive Multi Academy Trust, leading training and moderation, sharing ideas and best practice
To participate in appropriate meetings with colleagues and parents relative to the above duties
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'
Any other duties as deemed appropriate to the post under the direction of the Headteacher

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree level qualification • Level 1 Safeguarding • Willingness to undertake CPD • Current DBS 	<ul style="list-style-type: none"> • Relevant postgraduate professional qualification • Previous experience of leading a team • Experience of end of KS statutory testing
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (E mail, word processing, spreadsheet) • Understanding of the School ethos and values • Effective oral and written communication skills • An outstanding teacher who is able to maintain their teaching standard whilst supporting others • An unrelenting focus to maximise student attainment, progress and achievement • Flexibility and an eagerness to support the Leadership Team to lead and manage a large school • An ability to build and develop highly effective teams, organisational structures and academic processes, whilst maintaining accurate knowledge of the quality of learning, teaching and assessment 	<ul style="list-style-type: none"> • Understanding of the broader educational landscape • Understanding of school and Trust governance • Understanding of Trust finance • Understanding of Trust leadership structures
Personal qualities	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude • An inspiring leader holding high expectations personally and for his/her team • Decisiveness • A person of high values and absolute integrity who will always put the needs of the school first 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

Phase Leader:	Line manager:	Date:
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