



FENISCOWLES PRIMARY SCHOOL

'STRIVING FOR EXCELLENCE'



PHASE LEADER

JOB DESCRIPTION

The professional duties of teachers are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teachers, along with the particular duties expected of the post holder have been set out below:

Job Title: Phase Leader

Primary purpose of this job:

The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement.

- Managing professional development and review through the appraisal process for staff within the phase.
- Organising and implementing the curriculum in-line with school policies and expectation.
- Liaison with the local community, the home and other agencies to secure high quality outcomes for learners.
- Monitoring and evaluating standards of teaching and learning within the phase to ensure all learners make expected progress.
- Provide appropriate challenge and support to ensure school policies are consistently upheld .
- Organising and managing day-to-day procedures to enable the smooth running of the phase.
- To make strategic evaluations of personnel issues as a supportive and highly motivated team member.

Main Duties and Responsibilities / Accountabilities

Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the head teacher for co-ordinating the work of the phase, supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning in the phase in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
5. To liaise with the other phase leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS1 to KS2.
6. Take overall responsibility for the pastoral care of pupils in the phase
7. In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in the phase
8. Ensure phase planning is effectively carried out and ensure pupils' individual needs are being met.
9. To monitor the standards of behaviour and achievement within their year group and across the phase to ensure continuity and progression.
10. Set appropriate expectations for phase staff and pupils in relation to standards of pupils' achievements and the quality of teaching, establishing clear targets for improving and sustaining

pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

11. Supporting phase staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement for the phase learners and feedback to the Head teacher.
2. Monitor progress in the phase and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor the phase planning to ensure individual needs are being met.

Leadership

1. Support the Head Teacher in communicating a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the Head teacher and lead a substantial area of the curriculum in line with school priorities.
3. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Assume responsibility for the management of the school in the absence of the Head Teacher and Deputy Headteacher
5. Attend Leadership Team meetings as required, and report back to staff when necessary.
6. Be a strong advocate for change and champion school improvement.
7. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
8. Establish good relationships, encourage good working practices and support and lead teachers.
9. Plan, organise and chair phase meetings as appropriate in order to ensure school policies and practices are being implemented.
10. Line manage support staff and oversee deployment within the phase.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform regulations.
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, LAs and neighbouring schools.

People and Relationships

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.

3. Manage innovation and change.
4. Work collaboratively with all staff and in particular the SLT.
5. Manage and develop effective working relationships with all staff in the school.

Other duties and responsibilities

1. To lead change in Teaching and Learning across the school and to take a lead role in line with New Curriculum developments.
2. To lead a core subject or other significant area of the curriculum.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.