**JOB DESCRIPTION**

**Post: Phase Leader**

In addition to the responsibilities of a class teacher, outlined in the DfE Professional Standards Framework for Teachers and the school teacher’s pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below and in accordance with the school’s policies.

Responsible to: AHT/ Headteacher

Responsible for**: Key Stage Two**

**Purpose**

* To lead the staff of the phase team to ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils
* To liaise effectively with senior colleagues to ensure consistency of approach in teaching and learning across the school
* To promote the vision, culture and ethos of the school

**Key Responsibilities**

* Leading, developing and enhancing the teaching practice of others
* Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate
* Lead staff in planning, teaching and evaluation of teaching to raise standards - both formally and informally
* Provide guidance to staff in marking and assessment for learning, and standards expected
* Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school
* To support colleagues to create a stimulating learning environment
* Lead some CPD
* Contribute to appraisal

**Management Responsibility:**

* Lead and manage teachers in the phase
* To enable all teachers to achieve expertise in planning and teaching through example, support and by leading or providing high quality professional development opportunities
* Lead phase meetings when required to ensure continuity in teaching and learning
* Update teachers of changes to school policy
* Organise materials for, and co-ordinate Assessment weeks
* Liaise closely with support staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
* Ensure whole school or phase initiatives, such as displays, target setting , moderation etc. are carried out as requested
* Manage Teaching Assistants
* Provide cover for teachers in their phase
* Liaise with staff to ensure smooth transition from one phase to another, including coordination of the ‘handover’ of relevant documents
* Induct, support and monitor new staff within the phase
* Keep abreast of curriculum developments, support and monitor best practice and school initiatives across the school.
* Coach and mentor staff through a programme of whole school, phase and individual professional development as needed
* Monitor and evaluate the quality of teaching and learning and standards within the phase, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
* Use the above information to action required support
* Have responsibility for Key Stage budget
* Maintain existing phase resources
* Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans
* Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy
* To liaise, when required, with members of the Governing Body enquiring about a particular subject/whole school initiative
* Provide feedback to teachers and disseminate examples of good/excellent practice
* Act as a reviewer with the arrangements for the performance management of all identified staff
* Lead and participate in staff training and development opportunities as appropriate to promote a whole school approach

**Other**

* Safeguard the health and safety of self and others in accordance with the school’s Health and Safety Policy
* Undertake decision making and policy development across the school. This includes when required taking whole school assemblies. Covering whole school assemblies at short notice
* Lead team in ensuring effective communication with parents/carers, SLT, governors, school and wider community
* Attend and contribute to SLT meetings
* Deal effectively with parental complaints as part of the school’s complaints policy
* Promote good behaviour around the school and support colleagues in promoting good behaviour
* Show a commitment to work outside directed time when required. This includes attending residential visits, supporting the PTFA activities, such as school discos and Summer Fair
* Contribute to and provide evidence for the SEF
* Contribute and lead on specific areas of the School Development Plan
* Implement and develop key initiatives across the school as required
* Lead parents’ meetings/workshops, in consultation with the Headteacher
* Organise special assemblies, performances, school trips and other events as required
* Carry out any other duties reasonably requested by the AHT /Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the AHT / Headteacher

**Develop personally and professionally through**

* Reflection on own practice and private study, keeping abreast of new initiatives
* Participation in appropriate in-service programmes

This job description will be reviewed and amended to fit the needs of the school.