**ACE Learning**



**Job Description and**

**Person Specification**

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| **Post**  | Phase Leader |
| **Date reviewed**  |   |
| **Employee Signature**  |   |
| **Line Manager Signature**  |   |

**ACE Academy**

***JOB DESCRIPTION***

**Job description:**Phase Leader (in addition to the Class Teacher Job Description)

**Reporting to:** The Head of School

**Grade:** Teachers Main Pay Scale / Upper Pay Scale

**Line Manager/s**: The head of school, members of the senior leadership team (SLT) and the Academy Executive Team

**Supervisory Responsibility:** The postholder will lead a phase team and will assign roles to staff within that team.

**Professional Duties / School Leadership & Management Role:**

* To lead one of phase teams in the school.
* To have specific responsibility for the co-ordination and management of the phase.
* To lead target setting and monitoring within the phase and report on the standards achieved within the phase.
* Review and co-ordinate statutory and non-statutory assessments within the phase.
* To keep up to date with the philosophy, teaching methods and resources available by liaising with outside agencies, in-service course, visits and personal study; reporting and discussing with other staff.
* To act as a consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example of how these areas can be used both to enhance and differentiate all areas of the curriculum.
* To carry out duties commensurate with the academy mentoring policy
* To have responsibility for the deployment of support staff within the phase.
* To carry out any other reasonable duties requested by the Head of School or Executive Team.

As part of the senior leadership team you are required to support the Head of School and Deputy Head of School in the following areas: -

* Assessment and Tracking
* Monitoring and Staff Development
* Appraisal
* Curriculum
* Supporting the GTP Programme, student placements and NQT induction

These will require you:

* To be involved in target setting, monitoring and reporting on standards achieved.
* To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling.

**Appraisal and Professional Development Leader**

You are required to support the Head of School in the conducting of the Appraisal process for teachers and non-teaching staff within the academy. This will include collection of data through a range of methods including classroom observation.

You are also required to initiate and maintain a programme of Appraisal meetings for Teaching and non-teaching staff. The cycle of meetings will include a target setting, mid year review and end of year meeting.

You will maintain all records appropriately and share outcomes with the Head of School.

The expectations of ACE Learning are that all teachers will work to the professional duties set out in the School Teachers’ Pay and Conditions Document and the National Standards.

**Confidentiality**

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

**Safeguarding**

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

**Trust Policies**

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

**Professional Development**

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

**Health and Safety**

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post.  As such, itmay be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

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| **Phase Leader / Senior Leadership Team – Person Specification** |
| Qualifications | * QTS (Primary age range)
* Good honours degree
* Experience of Teaching EYFS/KS1/KS2
* Further professional qualification e.g. Leadership Pathways, NPQML,
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| Experience | * Proven record of outstanding teaching ability
* Contributing to the effective raising of standards
* Effective leadership of whole school developments relating to learning and teaching
* Demonstrable evidence of raising standards of learning and teaching
* Aspects of leadership and management in a whole school context
* Effective line management of other staff
* Middle Leadership experience
* Effective collaboration with external agencies
* Development of innovative learning and teaching
* Effective contribution to school self-evaluation
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| Professional Development  | * Evidence of relevant further professional development
* Recognition that life-long learning is an essential part of personal development
* Evidence of leading on the professional development of other staff
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| Personal Qualities, Skills and Characteristics | * Understand and enthusiastically promote the ethos of the school throughout the day
* Build and maintain relationships through effective interpersonal skills and excellent communication with all members of the school community
* Inspire, challenge, motivate and empower others
* Think creatively to anticipate and solve problems
* Build on current good practice whilst moving the school forward with vision and vigour
* Develop effective teamwork and be able to contribute effectively to a range of teams
* Think strategically and contribute to creating a coherent school vision
* Inclusive approach to education
* High expectations of self and others
* Manage and resolve conflict
* Work under pressure, maintaining a sense of perspective and humour
* Commitment, honesty and dedication
* Ability to manage own time effectively
* Reliability and integrity
* Knows what outstanding looks like and have the proven ability to develop outstanding practice
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| Knowledge / Special Aptitudes | * Knowledge of current educational trends, curriculum developments and educational initiatives
* Excellent knowledge and understanding of diversity and equality requirements
* Knowledge of latest Ofsted requirements relating to Learning, Teaching and Self Evaluation
* Excellent strategies for discipline
* A dedication to high academic standards
* A belief in working in partnership and as part of and established team
* Ability to think strategically
* Very good literacy skills
* A creative approach to learning and teaching
* A practical understanding of how computing technology can best be used to support pupil progress
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| Other | * Excellent attendance record
* Excellent references
* DBS clearance
* Health check
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