

## Job Description – Phase Team Lead

**Post holder:** Phase team lead

**Salary scale:** MPS or UPS dependent on experience with TLR

*The education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's Pay and Conditions Document, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.*

### **Status of the post**

*This is a senior post within the school's staffing structure. The postholder is accountable to the headteacher and responsible for upholding the vision and values of the school and trust.*

### **Main purpose of the post**

*In addition to those professional standards common to all classroom teachers in the school, the postholder's key accountability will be for raising the standards of teaching, learning and attainment for pupils and to support the staff within your team.*

### **Professional Responsibilities**

*The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:*

#### **Key responsibilities:**

- *Behaviour management support for the team*
- *Managing the team budget*
- *House Team Leader*
- *Lead team meetings*
- *Respond to parent queries relating to team*
- *Line manage teachers and TAs within team*

#### **Key Roles:**

- *Appraisal teachers and TAs within team*
- *Support development of Teaching and Learning within the team*
- *Monitor provision within the team*
- *Support development of Teaching and Learning within the team*
- *Reports quality assurance for team*

- *CPD coach*
- *Lead team meetings*
- *Coordinate TA provision across the team*
- *House Team captain*
- *Monitor the quality of teaching, learning and assessment*
- *Behaviour and pastoral support*
- *Coordinate cover for staff absence across the team*
- *Behaviour support for team*
- *Wellbeing mentor-coach*
- *Subject lead*
- *Hub lead*

### ***Budget Accountability***

*Budget accountability for Team budget.*

#### ***To Whom Responsible:***

*Headteacher.*

*This job description may be amended at any time after discussion with you, but in any case, will be reviewed during the appraisal review cycle.*

*Signed: ..... Date: .....*

*Signed: ..... Headteacher*

*Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.*