

## **Job Description: Phase Leader**

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**School:** Bromstone Primary School

**Grade:** Main Scale

**Hours:** 32.5 hours

**Contract:** Full time

**Responsible to:** Heads of School

### **General Duties**

- Assist the Executive Headteacher and Heads of School in managing and leading the school as a member of the extended leadership team
- Have high expectations, and lead by example, in promoting the school's vision, core values and aims
- Lead, develop and manage appraisal objective setting and review meetings within their phase
- Work with, and report to, all stakeholders including parents/carers and governors, as appropriate
- Share the responsibility of the day-to-day management of the school
- Liaise with the Inclusion department for all pupils
- Deputise in the absence of the Executive Headteacher and the Heads of School

### **Professional Duties**

- Be responsible for the Teachers in the Phase
- Attend Phase Leaders meetings as part of the extended leadership team
- Hold regular Phase meetings with a clear focus on teaching and learning
- Make a significant contribution to the strategic development and direction of the school in line with the School Improvement Plan
- Monitor pupil learning and progress across the Phase
- Monitor behaviour across the Phase in line with school policy
- Liaise with parents where appropriate
- Provide parents with information regarding the Phase i.e. newsletters and meetings
- Support supply cover within the Phase
- Appraise teaching assistants within the Phase
- Maintain an overview of Teaching, Learning and Assessment within the Department
- Take on additional responsibilities as requested by the Executive Headteacher and Heads of School
- Lead, manage, develop and maintain high quality provision which enables quality teaching, excellent learning outcomes and success for all pupils within the phase
- Play a leading and strategic role in closing gaps for disadvantaged pupils

- Be responsible for the effective monitoring of children across the Phase in line with the SEN Code of Practice 2014 and current legislation
- Monitor all pupils' learning, including vulnerable groups, across the Phase and monitor and sanction behavioural incidents within the Phase
- Present reports to the Full Governing Body when required

All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.

The post requires you to teach pupils within your class (and where relevant, sets/groups) within the school in the age range of four to eleven.

### **Accountabilities**

1. Prepare and teach lessons of a high standard to assigned learners in classes, groups or sets;
  - a. Following the designated programmes of study
  - b. Carrying out necessary amendments
  - c. Providing information/comments for records
  - d. Monitoring learners following agreed procedures
  - e. Maintaining assessment records
2. Maintain positive behaviour following school policy and demonstrate good practice in the class with regard to regular and punctual attendance, appropriate appearance following school dress code, model and encourage appropriate behaviour
3. Contribute to the corporate tasks of development, record keeping, monitoring, accurate self-evaluation and maintenance of resources
4. Work closely with and consult those teachers who are also responsible for similar curriculum areas ensuring continuity and progression for all learners
5. Engage in continuous self-professional development in all relevant areas

### **Specific Responsibilities for Class Teachers:**

1. Leading Learning
2. Personal and Professional Development
3. General School Duties
4. Working in Partnership with Parents

### ***Leading Learning***

- a) Undertake regular teaching of and responsibility for a class, or groups, as directed by the Heads of School and Executive Headteacher
- b) Use and develop the professional skills of a good classroom teacher seeking to achieve the highest personal standards in organisation, teaching method and delivery and positive learning environment
- c) Follow the National Curriculum, the school's and Local Authority's curriculum policies/guidelines in planning the work for a class and groups, ensuring that the work is relevant, broad-based, balanced, differentiated and, wherever possible, based on first-hand experience
- d) Maintain all files and documents following agreed school procedures and to present this to the Executive Headteacher, Heads of School or Department Leaders as directed

- e) Maintain up-to-date records of pupils' work and achievement in the National Curriculum core subjects and in all subjects, to use assessment for the focussed positive development of learning
- f) Evaluate planning and the effectiveness of teaching and resources used, class organisation and the overall learning environment
- g) Organise the regular change of displays both within the class and, following school procedure, in shared areas, to provide a rich and stimulating learning environment for pupils
- h) Liaise effectively with colleagues in the assigned year group to ensure consistency of work and equality of learning opportunity
- i) Teach all pupils with a wide range of learning needs in a fully inclusive classroom situation, following the advice and guidance of the Senior Leadership Team and the Inclusion Leader

### ***Personal and Professional Development***

- a) Develop and maintain good relationships with colleagues, parents and pupils
- b) Keep up-to-date and well-informed regarding developments in primary education and teaching methods by attendance at in-service courses, personal reading and study and discussion with other teachers - at Bromstone Primary School and other schools
- c) Be responsible for your own personal and professional development
- d) Acquire and administer resources effectively
- e) Attend staff meetings as per school procedures

### ***General School Duties***

- a) Undertake regular supervisory duties of children before school, at morning break, at the end of lunchtime break and at the end of the school day, as required by the Executive Headteacher
- b) Share and support the corporate responsibility for the well-being, education and behaviour management of all pupils

### ***Working in Partnership with Parents***

- a) Attend all relevant parent meetings and consultations
- b) Accurately report on pupil progress and share assessment information with parents
- c) Guide parents in supporting their child's learning
- d) Assist the Executive Headteacher in the development of positive, understanding relationships between school and home
- e) Be available after school to see parents who may wish to discuss children's work progress and any personal matters or problems
- f) Be proactive in working positively with parents by keeping them informed of any professional concerns and by quickly responding to their queries

## **Appraisal**

### ***Knowledge and Skills***

- Know and understand the principles and practice of effective teaching and learning
- Be actively involved in quality preparation of schemes of work and lessons
- Have a good knowledge and understanding of the primary curriculum
- Know and utilise the principles and practice of monitoring/assessment/evaluation

### ***Teaching and Assessment***

- Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs
- Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management
- Demonstrate that you consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback

### ***Pupil Progress***

Demonstrate that, as a result of your teaching, your pupils achieve well, relative to the pupils' prior attainment, making progress as good, or better than, similar pupils nationally.

### ***Wider Professional Effectiveness***

Staff will work collaboratively within teams to monitor, maintain and enhance standards of pupil achievement. Outcomes from team scrutiny will inform Leadership decisions for all school improvement initiatives. Within each team, the staff member with the appropriate expertise will lead the team development initiatives in accordance with the requirements of the School Improvement Plan.

#### **In addition:**

- Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning
- Make an active contribution to the policies and aspirations of the school
- Use professional development effectively to improve pupils' learning
- Contribute effectively to the work of the wider team
- Play a critical role in the life of the school

### ***Professional Characteristics***

Demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:

- Inspiring trust and confidence.
- Building team commitment.
- Engaging and motivating pupils.
- Analytical thinking.
- Taking positive action to improve the quality of pupils' learning.

### **General**

- Present the school in a positive way in the community
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
- Support the aims and ethos of the school, showing respect for self, each other and the environment
- Promote equality for all individuals
- Set a good example in terms of dress, punctuality, attendance and behaviour
- Attend team and staff meetings during working hours as required

- Regularly check emails and pigeonhole for correspondence
- Undertake professional duties that may be reasonably assigned by the Line Manager, Heads of School or Executive Headteacher
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

**The Job Description is subject to the changing needs of the school and it may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.**

Signed .....

date .....