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| Post | Phase Leader & Class Teacher |
| Pay Grade | MPS/UPS + TLR |
| Responsible To | Headteacher |

Main Purpose

In addition to carrying out the duties of a teacher (below), the Phase Leader will play a role in the distributed leadership and management of the school.

Working within the senior leadership team, you will contribute to a strategic view for the school and analyse and plan for its future needs and further development. You will need to communicate the school's vision and objectives to all members of the school community and support the effective delivery of the school's aims. You will support all staff within the phase in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance.

All members of the school community are expected to display a commitment to child protection and safeguarding, complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Duties & Responsibilities (Phase Leader)

Strategic development:

- Support the day-to-day organisation of the school, including absence and cover arrangements within the phase.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
- Role model and demonstrate exemplary practice in all areas of school life.
- As part of a rota, be visible before and at the end of the school day, and at break and lunchtime.
- Lead a subject team, coordinating task management and subject development with colleagues.

Teaching and learning:

- Set an example of excellence as a leading classroom practitioner within the phase, inspiring and motivating other staff.
- Working closely with the SLT, sustain high expectations and excellent practice in teaching and learning throughout the phase, ensuring that learning offers the very best opportunity for all pupils.
- Motivate, challenge and support staff within the phase to enable them to achieve high standards.
- Disseminate good practice across the phase.
- Support the SLT in monitoring the quality of teaching and learning.
- Monitor and review assessment data from class teachers within the phase.
- Support behaviour management across the school.

Leading and managing staff:

- Working within the SLT lead, motivate, support, challenge and develop all staff within the phase to secure continual improvement including their own CPD.
- Coach and mentor colleagues within the phase, including placement students.
- Support the Performance Management of staff, as directed.
- Coordinate staff to ensure effective organisation of special events e.g. productions, curriculum events etc.
- When needed, lead meetings, keeping minutes of agreed actions.
- Promote staff wellbeing.



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- Work collaboratively across the schools to build effective learning communities

Duties & Responsibilities (Class Teacher)

Teaching:

- Plan and teach well-structured lessons using high quality teaching to assigned classes, following the school's curriculum, demonstrating good subject and curriculum knowledge.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Demonstrate that, as a result of your teaching, pupils achieve well relative to the pupils' prior attainment, making progress as good or better than similar pupils nationally.
- Adapt teaching to respond to the strengths and needs of all pupils and take ownership of writing learning plans for children with additional needs.
- Set high expectations which inspire, motivate and challenge all pupils.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum to secure the best outcomes for all pupils.

Health, safety and discipline:

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour positively and effectively to ensure a good and safe learning environment

Professional Development:

- Take part in the school's appraisal procedures, striving to achieve agreed targets set.
- Take part in further training and development in order to improve own teaching
- Actively keep up-to-date with changes in education.

Communication:

- Communicate effectively with pupils, parents and carers.
- Communicate effectively and professionally with colleagues.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct:

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- Contribute to the professional development of other teachers and support staff.
- Deploy resources delegated to them.

Safeguarding:



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- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

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| Qualifications/ Training | <ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of continuous commitment to further professional development |
| Knowledge/ Skills | <p>The Class Teacher should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and adaptive teaching and learning strategies); • statutory National Curriculum requirements at the appropriate key stage; • the monitoring, assessment, recording and reporting of pupils' progress; • the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; • the positive links necessary within school and with all its stakeholders; • effective teaching and learning styles. <p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> • promote the school's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; • establish and develop close relationships with parents, governors and the community; • communicate effectively (both orally and in writing) to a variety of audiences; • create a happy, challenging and effective learning environment. |
| CPD | <ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate including INSET days and staff meetings for which overtime payment could be made if applicable • Ability to reflect on own professional practice and be self-motivated in seeking to improve • Able to identify own training and development needs and those of others and participate in activities to address them. |
| Professional & Personal Qualities | <ul style="list-style-type: none"> • High expectations of self and others • Excellent interpersonal skills • Passionate • Collaborative team member • Open and reflective • Self-motivated • Flexible • Ability to prioritise and manage time well • Professional at all times • Caring • Honest • Sense of humour/fun |



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