Job Description: Phase Leader

Job Purpose:
To coordinate planning, teaching and learning within the phase/key stage, and to liaise with other phase leaders where necessary, to ensure continuity and progression throughout the curriculum. To undertake duties described in the Job Description for Class Teacher.

Duties:
You are required to fulfil the professional role of a Class Teacher which is specified in the latest version of the School Teachers' Pay and Conditions Document.
You are also required to:
• work with the SLT to monitor and evaluate the quality of teaching and be responsible for raising standards of attainment;
• have accountability to the Headteacher and Governing Body for standards in the phase; regularly analyse the pupil progress and attainment data for the phase; discuss with phase members their pupils’ progress and attainment;
• establish good relationships, encourage good working practices and support and lead teachers in the key stage;
• lead, support, motivate and direct support staff working within the key stage;
• oversee all aspects of the phase organisation and management, including chairing meetings, in order to ensure that school policies and practices are being delivered;
• lead by example in all areas of the curriculum;
• monitor the standards of behaviour within their year group and across the phase;
• oversee the pastoral care of pupils in the phase;
• liaise closely with other phase leaders to ensure continuity and progression across the phases;
• oversee the induction process of new members of staff within the phase;
• Adhere to the DfE Teachers’ Standards;
• Attend SLT meetings, as required, and report back to staff when necessary.

Discussed and Agreed on ______________________ (Date)

Signed ______________________________________  Print ______________________________________
Member of staff/Applicant

Signed ______________________________________  Headteacher, Cathy Farthing