**Phase Lead Job Description April 2020**

**Main Purpose of the Job**

To take responsibility for the wellbeing, teaching and flourishing of all staff and pupils in your phase, whilst contributing as a member of the SLT to the strategic leadership and upholding of the school’s Vision:

***‘We believe that God’s abundance is for everyone. Learning opportunities should be broad, inclusive and inspiring. Children must feel safe, secure and empowered to be risk takers. Creativity is nurtured and harnessed at every opportunity. We value each other’s uniqueness with dignity and respect’***

**Thinking deeply, loving abundantly, serving graciously, for the Glory of God**

***“A Place where everyone can flourish”***

**(John 10:10)**

**Duties and Responsibilities**

**Strategic Direction**

1. Support the Head teacher, Deputy head and governors in establishing a vision for the future of the school
2. Be an excellent role model, exemplify a high standard of teaching and promote high expectations for all members of the school community
3. Deliver high quality staff training and support to improve outcomes for all children.
4. Provide direction and guidance to staff when planning and implementing appropriate teaching and learning methods in your Phase.
5. Monitor, evaluate and review the quality of teaching and standards of achievement /attainment for pupils in your Phase, set targets for quality controlled improvement.

**Managing the Organisation and Securing Accountability**

1. Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met
2. Support the staff and governing body in fulfilling their responsibilities with regards to your Phase
3. Be responsible and accountable for identified areas in your Phase, including statistical analysis of relevant pupil groups, and for intervention planning and its impact

**Personnel Management**

1. As a member of the senior leadership team be responsible for the appraisal of colleagues both teaching and support staff, in line with the school’s appraisal system
2. Be mindful and proactive with regards to the wellbeing of the staff in your Phase.
3. Be a proactive and effective member of the senior leadership team
4. Liaise with lunchtime staff to secure the deployment of support for children in your Phase.

**Resource Management**

1. To be accountable for decisions regarding your Phase budget
2. Identify resources required to sustain learning and to meet the needs of all pupils in your Phase.
3. Monitor, ordering, distribution and control the use of these resources.

**Strengthening community**

1. Assist the Head teacher and Deputy Head teacher in developing the policies and practice which promote, protect and enable an outstanding school.
2. Organise and manage meetings with parents and carers of pupils in your Phase efficiently and effectively to ensure positive outcomes for all parties
3. Develop and implement strategies to increase the engagement and participation in school learning of families of targeted children in your Phase
4. Identify, organise and deliver effective training sessions for parents/carers to improve pupil outcomes in your Phase.
5. Promote relationships and collaborate with colleagues in other schools and external agencies
6. Develop, implement and monitor the effectiveness of strategies to deal with behaviour difficulties which impact on the learning of particular pupils in your Phase.
7. Strengthen partnership and community working through, for example, attendance at school events.
8. Be willing to lead improvement in other schools as part of the school’s commitment to success in the wider system.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

It may be modified by the Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This job description may be reviewed as necessary with consultation with you.