

**Phase Leader**

**Job Description**

A Phase Leader will be a qualified teacher and therefore expected to fulfil the requirements of the National Teacher Standards and those outlined in the job description for a class teacher. Regular time out of class will be given to ensure adequate time to fulfil this role.

**Core Purpose**

To establish themselves as a leader by demonstrating a range of leadership skills, gaining respect from the team and having enthusiasm about developing their phase in line with the whole objectives for improvement.

To provide a positive ethos, educational vision and direction which ensures effective teaching and successful learning by children within the designated phase.

To maintain the Early Years learning environment and building both inside and outside to highest standards and with children at the heart.

**KEY AREAS OF RESPONSIBILITY**

**Strategic direction and development**

* To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff
* To work in partnership with the Head, Deputy and members of the leadership team in the cycle of planning, implementation, review and evaluation of the School Improvement Plan
* To monitor and evaluate the impact of the policies, practices, targets and priorities identifying developments needed and working with the Head, Deputy and the leadership team to achieve them

**Teaching and Learning**

* To be an excellent role model for all staff
* To model good practice to teachers in their phase, especially ECTs and those in the early stages of their career or new to EY, for instance by demonstration lessons and team teaching
* To lead the phase team in the delivery of a creative and stimulating curriculum by reviewing, amending and updating planning in all subjects
* To review and update resources for the phase with equal regard to equal opportunities and fitness for purpose
* To ensure that the arrangements for assessment and moderation are met within the phase
* To seek ways of sharing good practice and to ensure dialogue about teaching and learning amongst school staff

**Leadership and Management**

* To share in and support the leadership of the school and to bring out the potential for leadership in others
* To monitor children’s workbooks alongside the Leadership Team and with their phase team
* To monitor the classroom environment and phase group areas, offering solutions as to how these areas might improve
* To challenge and support others in developing professionally, both formally and informally
* To support the Head Teacher in the performance management of staff
* To ensure own continuing professional development including attending training opportunities
* To organise the day to day running of the phase including the efficient management of school resources
* To organise and lead INSET and workshops for parents/guardians as appropriate
* To work with the Leadership Team to scrutinise year group assessment data for progress and attainment for all groups within the phase and use this to inform grouping, intervention and resourcing decisions for the phase
* To moderate assessment data as agreed by the Leadership Team to ensure that it is accurate and consistent
* To be able to stimulate children and colleagues by a positive, active and supportive attitude
* To liaise with colleagues in order to support the successful transition of all pupils from one phase to another

**Pastoral Care**

* To help promote and safeguard the welfare of all children
* To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
* Ensure that a high standard of care and good order for all children is maintained

**Communication and Community Links**

* To manage the diary for the phase, such as booking educational trips and visitors to enhance the learning experience for the children within the phase and support staff with the necessary risk assessments
* To fully support the life and work of the school
* To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
* To provide information to the Governing Body to enable it to meet its responsibilities
* To ensure that parents and pupils are well informed about the curriculum, attainment and progress
* To communicate information to the web-site about activities children in the phase have been taking part in

This job description will be reviewed at least annually as part of the Performance Management programme. The Head Teacher may modify it after consultation with the Phase Leader at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post-holder will be expected to operate under the current School Teachers’ Pay and Conditions of Service Document.

The Phase Leader will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.