

Job Description: Phase Leader

Purpose of Role:

To lead the strategic development and day-to-day operation of your phase, ensuring high standards of teaching, learning, leadership and pupil outcomes.

Duties and responsibilities

Strategic development:

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils within their key stage and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning within their key stage.
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

Teaching and learning

- Oversee the use of curriculum maps and schemes of work and their delivery, and measure quantitative and qualitative impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is relevance, continuity and progress

Leading and managing staff

In conjunction with Senior Leaders:

- Establish short-, medium- and long-term plans for developing and resourcing the curriculum for their key stage.
- Develop the school's approach to assessment within their key stage, and lead strategy to improve the quality of teaching
- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within the key stage (e.g. through collaborative development of staff, analysing performance data, etc.)

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings and lead where required
- Lead whole school and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc.)
- Manage and monitor budgets within your area