**Job description**

**Upper School Phase Leader with Core Subject**

TLR payment of 2B (£4,396) and up to a maximum of one day a week additional release time - ½ day timetabled and a further flexible ½ day as required when necessary

Upper School is defined as the year groups National Curriculum Year 7 up to and including National Curriculum Year 14.

As Upper School Phase Leader you will be required to:

* Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all learners.
* To enthuse, lead, develop and enhance the teaching practices of others across the phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.
* Help to lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring learners make progress, increasing teachers’ effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of the plan.
* Support the process of transition and drive links between further education providers.
* Ensure appropriate curriculum options are available throughout Key Stage 4 and 6th Form.
* Raise standards of individual learners and ensure that good progress is maintained by providing a model of high quality teaching.
* Ensure that parent carers are well informed about the Upper School priorities, strengths and areas for improvement.
* Develop and maintain effective working relationships with parent carers, outside agencies and the local community.
* Take responsibility for the development and monitoring of the curriculum provision throughout the phase, liaising appropriately with subject leaders and class teachers.
* Support the Senior Leadership Team in the monitoring of teaching and learning across the phase, including the analysis of performance date.
* To liaise with the Head of Achievement, class teachers and administrative staff to ensure all statutory reporting is completed in a timely and thorough manner.
* Update the Senior Leadership Team and Governing Body on the effectiveness of provision for learners across the phase and plans to drive improvement.
* Have an input into the target setting process for raising achievement for learners across the school.
* Attend consultation evenings and keep parent carers informed about their child’s progress in direct consultation with teachers across the phase.
* To promote feedback and assessment across the phase as a key strategy to raise achievement.
* Encourage all members of staff within the phase to recognise and fulfil their statutory responsibilities to all learners.
* Support the Senior Leadership Team in developing positive working relationships with and between all learners and staff.
* Provide support to colleagues in the teaching of the school curriculum across the phase.
* Demonstrate exemplary personal practice in terms of punctuality, attendance and professionalism.
* Coordinate, attend and participate in open evenings and after school events.
* Participate and lead in staff training.
* Attend and lead team and staff meetings.
* Develop links with governors, local authorities, other schools, agencies and the local community.
* Keep abreast of local and national educational developments and research/pedagogy and assess their impact on the school and the team for which you are responsible and communicate their relevance to key stakeholders.
* Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff.
* Ensure the development and maintenance of a team culture that enables all members of the Extended Leadership Team to be effective in their respective roles and fosters mutual respect.
* Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders and values all contributions within a trusted, safe and confidential environment.

As the leader of a core curriculum area you will be required to:

* Observe, review and evaluate the quality of teaching in the curriculum area.
* Undertake book scrutiny, planning scrutiny, lesson observations, learning walks and staff interviews.
* Collect and analyse date in the subject in conjunction with the Head of Achievement.
* Formulate action plans based on data and monitoring to drive forward improvements to provision.
* Improve the outcomes for learners across the school.
* Audit and identify the need for and provide training for colleagues.
* Provide planning and teaching support for colleagues.
* Share subject information with other staff, the Senior Leadership Team and Governors.

The post holder will already hold or be willing to participate in and successfully complete nationally recognised middle leadership training and development, eg. NPQSL within one year of appointment.

This job description does not define in detail all the duties and responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation and agreement with the postholder.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postholder Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date:\_\_\_\_\_\_\_\_\_\_