

Pathways Primary Academy

Job Description: Phase Leader

Name:

Post Held: Phase Leader

Specific subject contribution: Specific curriculum leadership responsibilities are negotiable.

Additional Responsibilities: Member of the SLT

Salary Scale: Main Scale + UPS (if applicable) + TLR 2a (£2,667)

[Post threshold teachers also have a supplementary statement]

The appointment is subject to the current conditions of employment for Pre Threshold Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Main Purpose:

The post holder should play a major role in supporting the Headteacher in developing the overall direction of the Academy by:

- Formulating the aims and objectives of the Academy.
- Establishing the policies through which they should be achieved.
- Managing staff and resources within their phase.
- Monitoring progress towards achievement with specific reference to English & Maths.
- The Phase Leader will have responsibilities in the areas of leadership, curriculum development, assessment, liaison and pastoral duties.

Areas of Responsibility and Key Tasks:

Leadership

- Oversee all aspects of the day-to-day running of the phase, including timetable alterations, organisation of cover for absence/release, orientation of temporary staff etc.
- Be a member of the Senior Management Team.
- Play a major role in formulating, implementing, monitoring & reviewing the Academy improvement plan.
- Line manage teachers and support staff within the phase.

- Implement and support the appraisal process as a reviewer of support staff within your phase.
- Play a major role in organising and delivering a smooth transition process between phases.

Assessment

- Closely monitor pupil attainment within the phase to ensure that appropriate progress is made.
- Ensure that the target setting process is robust and linked to standards and individual achievement.
- Use data and children's work to monitor progress and implement changes where necessary inc. allocating resources for specific intervention strategies.

Curriculum

- Lead, develop and enhance the teaching practise of others in the phase through monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate.
- Create opportunities for the development of independent learning within the phase.
- Create opportunities for creativity to flourish across the curriculum within the phase.

Pastoral

- Actively encourage and support all staff, providing advice, praise and assistance to maintain the Academy as a centre of excellence.
- To take a lead on dealing with behaviour management issues within the phase, including rewards and sanctions.
- Foster and develop good relationships within Academy and between parents and Trustees.
- Foster and develop an atmosphere of trust and care within Academy in order to generate a healthy team approach and a climate of security.
- Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning within your phase
- Create and maintain an effective partnership with parents of pupils within your phase to support and improve pupils' achievement and personal development

Liaison

- Liaise with other phase leaders to ensure effective transition for pupils from one year to another.
- Work with other phase leaders to ensure effective communication across the Academy.
- To promote the image of the Academy within the local community.

Other Professional Requirements - to:

- Provide support to the Headteacher in the management of all aspects of the day-to-day running of the Academy, ensuring that the aims, policies and values are upheld.
- Be mindful of Health and Safety regulations.

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the Academy;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the corporate life of the Academy through effective participation in meetings and management systems necessary to coordinate the management of the Academy;
- Take responsibility for their own professional development and duties in relation to Academy policies and practices;
- Liaise effectively with parents and Trustees.
- Take on any additional responsibilities, which might from time to time be determined.

Signed: _____ Headteacher

Signed: _____ Teacher

Date: _____