

**Job description:** Phase Leader

**Location:** Brading Primary School

**Reporting to:** Headteacher and Assistant Headteacher

**Main purpose of the job:**

The Phase Leader will promote and support the vision and direction of Brading Primary School by providing the day-to-day leadership of the Phase Leader that will enable it to build success and provide high quality education for its children. The Phase Leader lead manages the Phase on a day-to-day basis and will act as a point of contact for all stakeholders and external agencies in matters relating to the Phase. The Phase Leader at Brading Primary School will be an ambassador for the school and will promote and raise its profile in the local and wider community. The phase lead will also have a teaching commitment

**The Phase Leader will:**

- ✓ Ensure the delivery of a curriculum framework that meets the values, aims and purposes of relevant legislation;
- ✓ Ensure the school needs, priorities, policies and procedures are consistently and effectively implemented across the Phase
- ✓ Assist with the strategic and day to day management of the school within the specified Phase, including line management of staff within that Phase
- ✓ Ensure the highest standard of teaching and learning for all pupils of all abilities and educational needs within the specific Phase
- ✓ assist the Headteacher and Assistant Headteacher in establishing and developing the school as a high achieving school
- ✓ Be on the SLT

**Key responsibilities:**

**The Phase Leader will:**

- ✓ develop a Phase ethos that contributes to the expectations of the School and reflects the age range of the Phase
- ✓ create a Phase Action Plan, in line with whole school priorities, to identify clear targets, timescales and success criteria for the Phase development.
- ✓ lead, plan and organise Phase meetings as per yearly timetable.
- ✓ lead Acts of Worship for the Phase
- ✓ support Phase staff in being a point of contact for parents, visitors and external agencies linked to the Phase
- ✓ ensure that a stimulating learning environment is maintained in keeping with the ethos and expectations of the school. To include displays, classrooms promoting literacy and numeracy, well presented classrooms, working walls, and appropriate resources.

- ✓ As part of the RAP develop a phase action plan that sets clear targets, timetables and success criteria for the phase development.
- ✓ develop and support the school's programme of extra-curricular in order that there is a club opportunity for your Phase Monday through to Thursday.
- ✓ ensure that there is an enrichment opportunity for each class in the Phase per half term
- ✓ coordinate and hold a Phase production as per school calendar
- ✓ undertake weekly activities as directed by the School Work Plan
- ✓ regularly monitor the progress of the Phase and evaluate the effects on teaching and learning by working alongside colleagues, analysing work, data and outcomes.
- ✓ continue to develop effective links with the local community including parents, business and wider community links as appropriate
- ✓ ensure that senior leaders and governors are well informed about plans, priorities and targets for the Phase.
- ✓ celebrate weekly the learning and outcomes of the Phase in the school newsletter
- ✓ act as a role model of best practice and a driving force to raise standards in the quality of learning and teaching. Be an effective and reflective class teacher able to demonstrate and share good practice.
- ✓ ensure the effective management of children's behaviour by modelling outstanding practice, supporting team staff members, and assisting with courageous conversations.
- ✓ encourage and model initiative, team work and working in partnership.
- ✓ act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- ✓ ensure all staff in the phase provide information to pupils and parents about targets, achievements and progress as per school reporting arrangements.
- ✓ Produce termly monitoring Phase Leader report for Governing Board
- ✓ undertake other duties as may be reasonably required by the Headteacher and/or Assistant Head

Signed .....(Headteacher) Date .....

I acknowledge that I have seen and received a copy of the above job description.

Signed .....(member of staff) Date .....