**JOB DESCRIPTION**

Job Title: Phase Leader (TLR 2.1)

Job Location: Cleaswell Hill School

Responsible to: The Headteacher

**Core Purpose:**

The core purpose of a Phase Leader is to provide professional leadership and management for a Phase group.

**The Phase leader will;**

* Lead and manage the Phase group to ensure pupil progress
* Promote excellence, equality and high expectation for all pupils
* Support the vision, leadership and direction of the school
* Evaluate performance and identify priorities for continuous improvement
* Carry out day-to-day management, organisation and administration of the Phase group
* Ensure effective communication with outside agencies
* Create a safe and productive learning environment which is fulfilling for all pupils
* Work effectively with the school’s Governing Body and the Headteacher
* Ensure smooth transition of the pupil into/through/out of the Phase group
* Ensure the school is well-prepared and able to respond positively to external inspection and review e.g. by Ofsted, the local authority

**To meet the requirements of:**

* A teacher as set out in the School Teachers Pay and Conditions Document
* The Professional Standards for Teachers.
* Cleaswell Hill School Teacher job description (Appendix 1).

**Principle Responsibilities:**

**Pupils**

* To implement, monitor, evaluate and review the curriculum and its assessment in order to identify areas for improvement and set targets for the school and individual pupils.
* Analyse pupil progress and initiate/monitor targeted interventions.
* To develop systems within the school that support positive behaviour and ensure that school staff maintain the capacity to manage challenging behaviour effectively.
* To lead, develop and enhance care, guidance and support across the Phase group.
* To create and maintain an effective partnership with parents and external agencies to support and improve pupils’ personal development and achievement.
* Ensure that all members of the school community promote excellence, equality and high expectations for all pupils.

**Staff**

* Demonstrate through action and behaviour the ethos of the school encouraging others to act as positive role models.
* To manage staff and resources efficiently and effectively communicating staffing issues to school leader (H/DH/AH) where appropriate.
* To monitor the working practices of staff within the Phase (diaries, quality of teaching, support etc.)
* To support effective systems for the review and appraisal of staff.
* To motivate and enable teachers and support staff to develop expertise in their respective roles through personal coaching and the organisation of high quality, continuing professional development.
* To help ensure that the professional duties of staff are fulfilled, as specified in the Teachers’ Pay and Conditions of Service.

**Resourses**

* To manage and organise accommodation efficiently and effectively to ensure a vibrant learning environment that meets the needs of pupils, curriculum and health and safety regulations.
* To manage, monitor and review the use of available resources to improve the quality of education and secure value for money.

The post-holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.

The post holder must carry out their duties with full regard to the school’s Equalities Policy, Code of Conduct, Child Protection Policy and all other Policies.

The post holder must comply with the school’s Health and safety rules and regulations and with Health and Safety legislation.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

**Appendix 1**

**CLEASWELL HILL SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** Teacher

**RESPONSIBLE TO:** Headteacher

**OBJECTIVES:**

* To teach effectively and maximise students' achievements.
* To contribute to raising standards in the whole school.
* To foster a positive approach to learning.
* To contribute to the development of the school
* To be an effective Form Tutor.

**RESPONSIBILITIES:**

* To teach and develop learning for the time-table allocated.
* To be a Form Tutor having care for the personal, social and academic development of students.
* Teaching across the whole curriculum.
* Take responsibility of a curriculum area.

**KEY TASKS:**

**Classes and groups assigned:**

* To contribute to the preparation of learning programmes working with other colleagues involved and to teach these programmes.
* To have consideration for each pupil’s special educational needs as described in any relevant documentation including their Education, Health and Care Plan.
* To keep professional records of students' attendance, attainment progress and achievement.
* To promote social values and skills which help to develop the students and to foster a caring climate within the school.
* To prepare students for external and internal examinations. To contribute to the preparation of materials for internal examinations and assessment and to assess students’ work.
* To be responsible for health and safety in the teaching rooms during lesson or tutor group time.
* To be responsible for teaching materials employed.
* To develop creative teaching materials appropriate to the aptitude, learning styles and ability of groups taught.
* To provide reports on students' conduct and progress to SLT and parents.
* To follow the school’s Behaviour for Learning and Anti-Bullying Policy.
* To provide teacher colleagues with relevant information about students so that their teaching can be adapted for greater success.
* To communicate and respond to the specific concerns of students, colleagues, parents and others.
* To attend Parents' Evenings as specified in the school's annual calendar.

**General work of the Phase**

* To contribute to Phase meetings and any meetings on individual students.
* To undertake those shared responsibilities as discussed and agreed with Headteacher. This may include assuming the duties for an absent colleague.
* To contribute to the advancement of the team's work through attending (as teacher or representative) other schools, bodies or agencies.
* To undertake appropriate Continuing Professional Development.
* To implement the Health & Safety policy of the LA and to report problems and deficiencies arising from this implementation to the designated Health and Safety Team Members.

**Subject teaching groups assigned:**

* To prepare students for public and other examinations, and to contribute to setting and assessing examination work.
* To regularly assess pupils’ work.
* To set and mark homework.

**Tutor groups assigned:**

* To get to know the members of the tutor group so that each student is known and valued as an individual and as a member of a community.
* To provide 'first line' support and guidance to students to meet their personal development and achievement needs.
* To monitor the progress and achievement of each student in terms of his or her curricular and non-curricular activities and managing each student's Pupil Profile File.

**General:**

* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* To take part in Performance Management in line with the school's policy.
* To undertake appropriate CPD to maintain and develop personal teaching standards.
* The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.

**Also Refer to DfES Teachers’ Pay and Conditions Document and the**

**Teachers’ Standards Framework.**