

**Job Description: Phase Leader in Hornchurch Trust Academy:**

**Title: Phase Leader TLR2b – Upminster Junior School**

**Salary: Mainscale + TLR 2b**

**Responsible to: Headteacher**

**Main purpose of role**

A Key Stage Phase Leader is the professional leader of the phase group and the performance manager of the year group leaders and their teams of teachers.

The Key Stage Phase Leader will support school by:

* Supporting the development and achievement of the school’s vision to secure success and improvement.
* Playing a major role in ensuring high quality education for all pupils and improvement in standards of learning and achievement in the designated phase.
* Working in close partnership with relevant staff to promote continuity of provision, practice and management across the primary school.
* Work in close partnership to ensure smooth transition between key stages.
* Helping to secure commitment of the wider community to the school in developing and maintaining effective networks within the Key Stage.

### **Strategic Direction and Development of the School:**

* Contribute to academy projects which aim to meet the aspirations of the Academy Vision Statement and Academy Improvement Plan
* As a member of the Leadership Team, actively contribute to the development of the whole school.
* Lead a core subject;
* Lead by example in helping to create a productive school ethos.

**Knowledge and understanding of:**

* What constitutes quality in educational provision in Key Stage 2, the characteristics of effective practice and strategies for raising pupils’ achievement.
* How to promote pupils’ spiritual, moral, social and cultural development and good behaviour through effective management and leadership.
* How to seek and use national, local and school data, OFSTED evidence and research findings in KS2 development.

**Planning and setting expectations**

* Contribute to the creation and implementation of a strategic plan which identifies Key Stage 2 priorities and targets for ensuring that pupils achieve high standards and make good progress, increasing teachers’ effectiveness and securing improvement.
* Assist with effective monitoring, evaluating and reviewing of the plan to secure progress and Key Stage improvement.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Teaching and managing pupil learning**

* Act as a role model by providing inspirational and creative teaching which secures high standards of learning and behaviour.
* Carry out the professional duties of a teacher as set out in the School Teachers’ Pay and Conditions document and the DfES Teachers’ Standards Framework.
* Play a significant role in creating and maintaining a climate which promotes and secures outstanding teaching, effective learning, high standards of achievement and good behaviour throughout the Key Stage.
* Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement.
* Actively promote the application of literacy, mathematics and computing across the curriculum for all Key Stage pupils.
* Help to create and implement positive strategies to celebrate diversity and to promote good race relations and community cohesion.
* Help to ensure that pupils in the Key Stage develop study skills in order to learn more effectively and with increasing independence.
* Take full responsibility for the leadership and management of an agreed subject.

**Assessment and evaluation**

* As a member of the Leadership team, contribute to monitoring, evaluating and reviewing the effectiveness of policies, priorities and targets.

**Pupil Achievement**

* Play a significant role in making explicit to pupils, parents, teachers and the wider community the school’s high expectations that all pupils can succeed.
* Ensure that resources are dedicated to ensuring the highest standards of achievement for all pupils in the Key Stage.

**Relations with parents and the wider community**

* Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning in Key Stage 2.
* Create and maintain an effective partnership with parents of pupils in the Key Stage to support and improve pupils’ achievement and personal development.
* Ensure that parents and pupils are well-informed about all relevant matters.

**Managing own performance and development**

* Take responsibility for own professional development.
* Use effective IT skills for teaching, learning and management.
* Prioritise and manage own time effectively, particularly in relation to balancing the demands of teaching with commitment to school management.
* Work under pressure and to deadlines.
* Sustain personal motivation and that of KS2 staff.

**Managing and developing staff and other adults**

* To take responsibility for the management of staff performance in KS2.
* Motivate and help to enable all staff in the Key Stage to carry out their respective roles to the highest standards.
* Ensure that constructive working relationships are formed between Key Stage staff and pupils.
* Contribute to the professional development of staff through example, mentoring and organising and leading Key Stage meetings and staff meetings.

I accept the terms and conditions of this job description

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Phase Leader x Academy**

Countersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of School**

Countersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CEO of Trust**