**Job Description: Phase Leader and Class Teacher**

**Reporting to:** Head of School

**Start date:** April or September 2019

**Salary**: MPS/UPS (outside London), plus TLR 2

£24,313 to £41,366 plus TLR £2,721

**Job Purpose**

In addition to the requirements of a class teacher and any other agreed responsibilities.

To be accountable for a phase area and to support, hold accountable, develop and lead a team of people focusing on that area.

To take an active role in the strategic improvement of the school as a member of the leadership & management team.

**Areas of responsibility and key tasks**

**Strategic direction and development** of the phase area (with the support of, and under the direction of, the Head of School and Assistant Head Teacher)

* Develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning;
* Develop plans for the area / aspect of work which identify clear targets, time­scales and success criteria for its development and/or maintenance in line with the academy improvement plan;
* Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

**Teaching and Learning**

* Ensure continuity and progression in the area / aspect of teaching by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan;
* Evaluate the teaching in the area /aspect of work by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

**Leading and managing staff**

* Enable all teachers to achieve expertise in planning for and teaching in the area through example, support and by leading or providing high quality professional development opportunities;
* Demonstrate an excellent ability to advise and support other teachers;
* Provide clear feedback, good support and sound advice to others;
* Provide examples, coaching and training to help others become more effective in their teaching;
* Help others to evaluate the impact of their teaching on raising pupils' achievement;
* Contribute to the Performance Review of staff;
* Ensure that the SLT are well informed about policies, plans, priorities and targets for the phase area of responsibility.

**Person Specification: Phase Leader**

**Qualification Criteria**

* Qualified Teacher Status
* Qualified to teach and work in the UK
* Evidence of recent relevant professional development

**Experience**

* Experience of teaching and learning in the primary age range
* A proven track record as a consistently good or outstanding teacher and able to lead by example
* Experience and an understanding of how to use assessment effectively to inform planning for good teaching and learning
* Consistent and effective planning of lessons to meet all pupils learning needs
* Involvement and commitment to all aspects of school life.
* Knowledge and experience of strategies and techniques for raising pupil attainment
* Experience of leading and managing an area of responsibility
* Experience of target setting

**Knowledge and Understanding**

* ICT confident and competent
* Good knowledge and understanding of the 2014 National Curriculum
* Knowledge of curriculum development and effective pedagogy
* Sound understanding of assessment, recording and reporting
* Knowledge of how the effective use of data and target setting can raise standards

**Personal Qualities**

* Value all children and be committed to the development of the whole child
* Relate well to pupils, staff and parents and care about their individual needs
* Ability to create an effective and challenging learning environment
* Excellent classroom management skills
* Able to adapt to changing circumstances and new ideas in a positive and creative manner
* Ability to deal with sensitive issues in a professional manner
* Has high standards of self and others
* Has energy and enthusiasm, integrity and loyalty
* Able to build and lead teams effectively
* Evidence of personal commitment to professional development

**Other**

* This post is subject to an enhanced DBS disclosure.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*