



PHASE LEAD JOB DESCRIPTION

Post: Phase Lead

Responsible to: Assistant Head Teacher (linked to specific key stage).

Liaising with: Headteacher, Deputy Headteachers, Assistant Headteachers and Teachers

Purpose: To take specific responsibility and accountability for the day to day leadership, management and organisation of your key stage. You will deliver on the highest possible levels of achievement and attainment through ensuring that the key stage area has the best staff, improves standard of learning and has the highest level of expectations for all. In order to achieve this, the job description is in addition to that of a teacher.

Quality of Teaching and Learning:

- Monitor the quality of teaching and learning across all key stage lessons.
- Work with teachers across all phases of the Academy to ensure best practice is consistently applied.
- Promote others in their understanding of your key stage.
- Lead in the scrutiny of both teaching and assessment to ensure the highest standards for all staff and students.
- Ensure that key stage staff develop a range of teaching strategies to drive up progress, improve teaching standards and learning experiences.
- To facilitate collaborative planning and assessment to ensure the highest possible level of teaching, learning and student progress.
- Support all key stage staff in the relentless approach to the positive discipline policy.
- Ensure the effective setting, marking and scrutiny of homework tasks.
- Monitor and analyse attainment and progress levels across the curriculum area and within teaching groups in order to put in place appropriate interventions for staff and students.
- Monitor and analyse attainment and progress levels of all students, inclusive of specific groups such as SEND, MORE ABLE, FSM/PPM and CIC.
- To ensure all aspects of teaching and learning are planned appropriately to take into account the needs of all groups, inclusive of SEND, MORE ABLE, FSM/PPM and CIC.

Leadership and Management:

- Lead, develop and hold to account staff within the key stage.
- Ensure high expectations from all staff within the key stage.
- Ensure all staff are motivated in delivering the Academy vision.
- Ensure the effective implementation of the Academy policies, in particular the teaching and learning policy and the positive discipline policy.
- Induction of new staff to the key stage and ensure requirements for teaching and learning are met.
- Lead and ensure accountability of staff within the key stage that hold additional responsibilities.
- Ensure lesson observations and performance management processes are completed for all staff within the key stage.
- Monitor and evaluate the performance of all staff and work with your AVP to take action where there is under performance.

- To be active in the staff meetings to ensure highest possible standards.
- Calibrate assessments made by staff to ensure accurate predictions for students.
- Ensure that all key stage staff communicate regularly and effectively with parents.
- Ensure that there is effective planning for the induction and support of new staff, newly qualified staff and training teachers that may hold posts within the key stage.

Strategic Vision and Curriculum Planning:

- To inspire others to embed the vision and core BRISTOL values and employability into every aspect of Academy life.
- Lead the key stage staff through the development and implementation of a Raising Attainment Plan.
- Ensure that key stage staff are up to date with education developments.
- Monitor and implement continual professional learning opportunities for staff within the key stage.
- Ensure the effective and efficient use of resources, including budget management and support staff, in order to drive up standards.
- Inspire teachers to take learning beyond the classroom through the provision of excellent co-curricular opportunities.
- Contribute towards the curriculum structure and learning interventions across the whole Academy.

Organisation:

- Carry out other duties that the Headteacher may reasonably request.
- To comply with and assist the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, freedom of information and reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the development and implementation of the overall ethos, work and aims of the Academy.
- To develop positive relationships and communicate with other agencies and professionals.
- To develop constructive relationships and liaison between managers/teaching staff and support staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.