

Phase Leader Role Profile



Name: _____

Key Tasks:

1. Maintain awareness of the pastoral, safeguarding and well-being needs of pupils in the phase, in particular for vulnerable children, and work with and inform others, including parents/carers as appropriate
2. Supporting the development of the new primary curriculum, through regular monitoring, coaching and support of teachers' planning
3. Ensuring outstanding teaching and learning through coaching and mentoring of staff, including the construction, implementation and completion of Post Review Plans
4. Induction of new staff including NQTs in line with national standards and school policies
5. With SLT support, lead and manage appraisal meetings termly for all teachers within your team and ensuring targets are in line with school development plan
6. With SLT support, lead termly pupil progress meetings, collating data and reporting back trends to the wider SLT, share progress updates on sample pupils and next steps using Pupil Asset and:
 - *Gather progress information about pupils in each class*
 - *Compare % of pupils working at age related expectations to target*
 - *Discuss next steps/support for any pupils/groups falling behind*
 - *Evaluate interventions in liaison with the Deputy Headteacher / SENCo*
 - *Plan for additional support/resources with the Senior Leadership Team*
 - *and to liaise as appropriate with colleagues across the Federation*
7. Ensuring the team are confident in the transition from national curriculum levels to new reporting arrangements
8. Ensure compliance with new arrangements for KS1 and/or KS2 national testing and that all appropriate staff are fully trained, sharing information with colleagues across the Federation as appropriate, and prepare materials and information for moderation visits
9. To coordinate KS1 and/or KS2 joint moderation activity
10. Support teachers in completion of the termly tracking record
11. Plan for end of year assessments with phase team
12. Ensure year team curriculum planning is appropriate, challenging, engaging and progressive
13. Support positive behaviour management as described in the school behaviour policy
14. Oversee the induction and ongoing pastoral support for all members of staff in the phase team
15. Liaise with the associate Headteacher, Deputy Headteacher / SENCo and School-based Deputy Headteacher/CPD Coordinator to plan coaching, support and CPD for teachers and TAs respectively in your phase team.

Management Responsibilities:

- Be an outstanding Role Model in terms of professional attributes, leadership and pedagogy; lead by example
- Be a member of the Leadership Team (LT) and attend regular LT/Phase Leader meetings
- Take part in the lunchtime duty rota with SLT
- Lead regular phase assemblies
- Attend leadership and management CPD as appropriate
- Use additional PPA time to discharge management responsibilities
- Liaise with a link SLT member as appropriate
- Manage and optimise Phase Team meetings and all cross-federation activity including Joint Topic Planning and Joint Moderation