

JOB DESCRIPTION

Job Title	Phase Leader with core subject responsibility
Grade	Main Pascale + TLR
Responsible to	Head of School

Job Purpose:

Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD), to consistently demonstrate exemplary classroom practice and teaching professional skills that impact positively on pupil outcomes and to co-ordinate and take day-to-day responsibility for the organisation and management of staff who work within your phase.

Key Accountabilities:

- Promote the agreed vision of STEP Academy Trust.
- To support and promote the aims and ethos of the Academy.
- To provide an example of inspirational and outstanding teaching for colleagues.
- Be committed to raising standards of achievement.
- To play a leading role in the school improvement process.
- To contribute to the on-going process of Academy self-evaluation.
- Implement all the policies agreed by STEP Academy Trust, Board of Trustees and Academy Committee.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Maintain high expectations and insist the pupil always produce their best.
- Work collaboratively with colleagues, setting high professional standards.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the pupil and show an awareness of gender and class issues.
- Take an active part in the life of the Academy.

Curriculum

- Plan and prepare pupils’ work and lessons within the parameters laid down by our Planning Policy and school schemes of work.
- Differentiate work so that the needs of all pupil are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.

Evaluation, Assessment and Record Keeping

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.
- Set regular ambitious yet achievable targets for the pupil.

Leadership Responsibilities

- To monitor the quality and consistency of provision within your phase.
- To lead your subject area by example in having high expectations and supporting colleagues to ensure that the quality of teaching is consistent across the whole school.
- To be a visible presence around the whole school in order to provide encouragement and support for staff and pupils, leading assemblies and supporting behaviour across the school.
- To be responsible for the performance management of members of your team.
- To be responsible for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement within your phase.
- To liaise closely with the Senior Leadership team, through the attendance at Senior Leadership Team meetings, and other staff in order to promote clear lines of communication.
- Responsibility for the smooth and effective transition of pupils into/out of your phase.
- To assist with the organisation and supervision of students within your phase.

Other Responsibilities

- Participate in scheduled meetings, including a weekly team meeting.
- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all pupil.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of pupil and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

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Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
DFE recognised Qualified Teacher Status.	✓		✓		
Recent relevant training	✓		✓	✓	
Knowledge & Understanding					
Able to track and interpret class performance data, identifying areas for improvement.	✓		✓	✓	
Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase.	✓		✓	✓	
Understanding of innovative and creative strategies that enable children to make excellent progress.	✓			✓	✓
Thorough understanding of and commitment to equality of opportunity	✓		✓	✓	
Knowledge of safeguarding and child protection issues.	✓		✓	✓	
Experience of end of KS1 / KS2 SATs		✓	✓	✓	
Experience of leading a core subject area.		✓	✓	✓	
Skills & Abilities					
Ability to plan, organise and prioritise work in order to meet deadlines.	✓		✓		
Effective behaviour management skills; ability to develop excellent relationships.	✓		✓	✓	✓
Ability to communicate effectively with all members of the school community.	✓			✓	✓
Ability to identify and implement successful inclusion strategies for all children	✓		✓		✓
Ability to promote a positive school ethos.	✓		✓	✓	
Personal Skills and Attributes					
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.	✓		✓	✓	
Ability to work independently and on own initiative; take responsibility for own professional development.	✓		✓	✓	
Ability to lead others through being a positive role model	✓		✓	✓	
Experience of leading a core subject area and/or performance management leader.		✓	✓	✓	