



## GREENWOOD ACADEMIES TRUST

### **JOB DESCRIPTION**

Post Title: PHASE LEAD

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils within the relevant age group and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Reporting to: Principal/Deputy Principal/Assistant Principal

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: The Executive Principal/Principal/Head of School/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

MAIN (CORE) DUTIES: To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area and phase team.
- To contribute to the Academy's Improvement Plan and its implementation.
- To plan and prepare courses and lessons.

Curriculum provision:

- To assist the Principal/Assistant Principal to ensure that the curriculum area/phase team provides a range of teaching that complements the Trust's strategic objectives.

Curriculum development:	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.</li> </ul>
Staff development:	<ul style="list-style-type: none"> <li>• To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
Recruitment/deployment of staff:	<ul style="list-style-type: none"> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the Trust.</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>• To help implement the Trust's quality procedures and adhere to them.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area and phase team in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> </ul>
Management information:	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, ie SIMS, B-squared etc.</li> <li>• To complete the relevant documentation to assist in the tracking of pupils.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of pupils as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.</li> <li>• To follow agreed policies for communications in the Trust.</li> <li>• An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.</li> </ul>

Marketing and liaison:	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.</li> <li>• To contribute to the development of effective subject links with external agencies and other schools.</li> </ul>
Management of resources:	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Principal/Deputy Principal to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, Key Stage team and the pupils.</li> </ul>
Pastoral system:	<ul style="list-style-type: none"> <li>• To be a Class Teacher to an assigned group of pupils.</li> <li>• To promote the general progress and well-being of individual pupils and of the group as a whole.</li> <li>• To liaise with the SENCo/Principal to ensure the implementation of the Trust's support systems.</li> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.</li> <li>• To contribute to the preparation of action plans, progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.</li> <li>• To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.</li> <li>• To support the Trust's behaviour management protocols so that effective learning can take place.</li> </ul>
Teaching:	<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils.</li> <li>• To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.</li> <li>• To ensure a high quality learning experience for pupils that meets internal and external quality standards.</li> <li>• To prepare and update teaching materials.</li> <li>• To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of</li> </ul>

the syllabus and/or scheme of work.

- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your class.

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

### **Additional Specific Responsibilities:**

As Phase Lead you will have the following Additional Specific Responsibilities:

#### **Strategic Direction and Development of the Academy**

The Phase Leader works with the Principal, Deputy Principal and Senior Leadership Team to implement the strategic view for the whole Academy.

The Phase Leader will:

- Contribute to the creation and implementation of the Academy Improvement Plan (AIP) linked with the SEF particularly with reference to their phase and curriculum area.
- Communicate effectively the long, medium and short term objectives of the Academy Improvement Plan to Staff within their phase including roles, responsibilities and timescales.
- Monitor, evaluate and review Academy policies and practices taking account of national, local and Academy data and inspection and research findings.
- Responsible for cross phase liaison including home / Academy links

## **Teaching and Learning**

The Phase Leader works with the Principal, Deputy Principal and as part of the Middle Leadership Team. They will maintain an environment which promotes and secures good quality teaching, effective learning, high standards of achievement and progress along with good behaviour and discipline.

The Phase Leader will:

- Contribute to the establishment and maintenance of policies which promote effective and professional practice and define curriculum content.
- Participate in monitoring and evaluating of the quality of teaching and standards of achievement of all pupils in their phase and curriculum area; using phase leader release time effectively
- Monitor and evaluate the implementation of the curriculum and assessment policies / practice including Assessment for Learning in their phase and curriculum area
- Maintain an effective partnership with parents to improve children's achievement and personal development and well-being.
- Identify and develop effective links with trust networks, external agencies and parents to enhance teaching and learning.

## **Leading and Managing Staff**

The Phase Leader works with the Principal, Deputy Principal and as part of the Middle Leadership Team. The Phase Leader will lead, motivate, support, challenge and develop staff to secure improvement.

The Phase Leader will:

- Plan, allocate, support and evaluate the work undertaken by their phase's teaching and support staff as groups, teams and individuals;
- Find solutions to remove barriers to learning in their phase
- Contribute to the implementation of effective systems for the management of staff performance, incorporating Performance Management and Appraisal targets for the teachers and support staff including those relating to pupil achievement;
- Motivate and enable staff to develop expertise in their respective roles through continuing professional development.

## **Accountability**

The Phase Leader works with the Principal, Deputy Principal and as part of the Middle Leadership Team. To account for the efficiency and effectiveness of their phase to the AAC and others, including parents, staff and the local community.

The Phase Leader will:

- Provide information, objective advice and support to the AAC to enable it to meet its responsibilities for securing effective teaching and learning, improving standards of achievement and achieving efficiency / value for money.
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the academy:
- Contribute to the presentation of regular reports of the academy's performance to AAC, Trust, local community, DFE and OFSTED:

- Contribute to the establishment and monitoring of systems which keep parents well-informed about curriculum, children's achievements and progress and encourage parents and other family members to make a contribution to achieving challenging targets for their children.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

# PERSON SPECIFICATION

## Phase Lead

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Degree in relevant subject	✓		Application form
Qualified teacher status	✓		Application form
<b>Teaching Experience:</b>			
Relevant classroom experience for the post	✓		Application form; at interview and reference
<b>Personal and Professional Skills and Attributes:</b>			
Ability and commitment to play a leading role in the development of the Key Stage	✓		Application form and at interview
Ability to self-review effectively and set appropriate targets	✓		Application form and at interview
Ability to motivate students	✓		Application form and at interview
Ability to motivate a team	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form and at interview
High quality organisational skills	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Highly motivated and enthusiastic	✓		Application form and at interview
Willingness to engage in development activities	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.