**Job Description – Phase Leader (Primary Section)**

Post : Phase Leader

Line Managed By : Head of Primary

Line Manager of : Classroom Teachers and Teaching Assistants within a phase

Salary : MPS/UPS + TLR 2b

**Job Purpose**  
   
To ensure that within their work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school, team and self comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To oversee and co-ordinate the quality of education in a phase of the Primary section.

**Key Accountabilities**

* To actively promote the school’s Equal Opportunities policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the school’s Equal Opportunity policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the school’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
ALL Staff members should ensure that they;

* are supportive of and willing to work in an ‘all through’ school environment
* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team/Subject Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team/Subject Leader or designate as required using any templates provided
* support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "student focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the Team/Subject Leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual students is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session within directed time
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties in addition to those outlined as a Classroom Teacher**

* To be a lead exemplar of effective teaching and provide an excellent role model for all members of the staff and pupils;
* Work with other members of the LT to plan, agree and oversee the delivery of the curriculum across the phase;
* Support a culture of ‘open classrooms’ as a basis for sharing best practice;
* Work with the LT to secure outstanding teaching for the school;
* Carry out lesson observations and work scrutiny within the Phase;
* Provide ongoing feedback and communication to the phase team following LT meetings;
* Manage the performance of staff, participate in individual staff development plans and note any underperformance. Conduct regular appraisal meetings, set annual objectives and review these objectives;
* Ensure staff have clear professional development in order to maintain and develop the quality of teaching towards outstanding;
* Manage day-to-day pupil behaviour and pastoral issues;
* Mentor NQTs, ITT students and new staff;
* Organise break duties within the phase and ensure that absences are covered;
* Have the overview for the phase pupils’ attainment, progress and outcomes;
* Monitor the progress of classes and groups and report back to LT on key issues;
* Ensure effective communication between school and home;
* Develop effective relationships with parents, fellow professionals and colleagues to improve academic and social outcomes for all pupils;
* To work within the precepts of the National Curriculum;
* To oversee a House in the Primary section and act as link with the Senior Section Head of House;
* To oversee relevant cost centres and ensure that at all times the school secures “best value”;
* To undertake a maximum teaching load of 80%.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.