

## Hatton Academies Trust Job Description

**Job Title:** Curriculum Leader – Phase Leader (Key Stage 2)

**Post Holder:**

**Salary/TLR:** TLR2

**Line Manager:** Vice Principal

The particular duties assigned to this post are set out in the school teachers pay and conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the academy or the Hatton Academies Trust.

### **The purpose of the post is to assist the Principal in ensuring:**

- The professional leadership and management of the academy to secure its success and continuing improvement
- High quality education for all students
- High expectations and professional practice from academy staff

TLR post-holder expectations for an area of responsibility:

- To have an impact on educational progress beyond the teacher's assigned pupils
- To lead, develop and enhance the practice of other staff
- To have accountability for leading, managing, and developing a subject or curriculum area or pupil development across the curriculum.
- To have line management responsibility for the performance of staff in the area of responsibility

### **General Responsibilities:**

- Undertake the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document and the Hatton Academies Trust teacher standards for the pay scale point of the post-holder
- Undertake specific responsibilities (as detailed below).
- Support the Principal in providing our educational vision, and direction that secures outstanding teaching, successful learning, excellent behaviour for learning and outstanding achievement for all pupils.

#### **1. Ethos and Vision**

- Help staff and pupils to fulfil their potential by encouraging high expectations within the Academy
- Lead, motivate, support, challenge and develop staff to secure improvement
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the academy trust

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- Help the Principal to maintain the ethos of the Academy and a professional relationship between staff, parents and children
- Have a key focus on pupil outcomes and achievement
- Establish effective working relationships and set a good example through their presentation, and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.

### 2. Accountability

- Be accountable to the Principal for the educational performance, statutory expectations and effectiveness in the specific areas of responsibility.
- Manage the performance of staff in the specific area of responsibility and contribute to staff performance management as requested by the Principal.
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and academy improvement in the area of responsibility, reporting regularly to the Principal and any other line manager.
- Monitor and evaluate the improvement plan for the specific area of responsibility, reporting regularly to the Principal.
- Provide academy data required by the Principal, Chief Executive Officer, and the Board of Directors.
- Think creatively and imaginatively about the academy's development, anticipate and resolve problems and identify opportunities that will benefit pupils.
- Support and implement the policies and procedures of the Academy and Hatton Academies Trust.

### 3. Specific responsibilities

- To lead and support colleagues within the Key Stage 2 area
- To action plan for improvements in Key Stage 2 learning, teaching and provision
- To monitor actions and report impact of actions to the SMT
- To be accountable for progress and attainment in Key Stage 2

Signed by Postholder

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Date

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Signed on behalf of the Trust

Date