

# Phase Leader Job Description

<b>Job Title:</b>	Phase Lead (additional responsibility to existing role)
<b>Grade of Post:</b>	TLR 2 (teaching staff) Grade 7 (full time) (support staff)
<b>Hours of Work:</b>	4 hours per week
<b>Responsible to:</b>	Principal

## Purpose of the Job:

The Phase Leader plays a pivotal role in ensuring the personal, academic, and social development of students within a specific phase (Key Stage).

This role involves leading staff to implement school-wide expectations, supporting student success through effective safeguarding, attendance, SEND provision, and academic achievement, and cultivating a positive and productive school culture in line with XP's values.

## Responsibilities

Phase Leaders are directly accountable for the quality of experience and outcomes of students in their phase. They are expected to lead by example, uphold XP values, and ensure that students are safe, engaged, attending, working hard, being kind, and achieving academically.

### Safeguarding and Student Welfare

- Lead safeguarding within the phase in collaboration with the DSL and Key Stage leaders.
- Monitor and respond to the near miss register and ensure all concerns are addressed and escalated appropriately.
- Support staff with personalised CPD where safeguarding needs are identified.
- Ensure all safeguarding training is completed to deadlines and that the safeguarding curriculum is delivered effectively through Crew.

### SEND and Inclusion

- Collaborate with the SENDCo to ensure timely identification and support of students with additional needs.
- Ensure the completion and quality of SEND reviews and support plans.
- Attend SEND meetings and engage parents as key partners in support strategies.
- Challenge and support staff in meeting the needs of all learners in the classroom.

## **Attendance and Engagement**

- Act proactively on attendance data to address concerns at an early stage.
- Support and challenge Crew Leaders and staff in maintaining high attendance.
- Lead informal and formal interventions with families and students to promote consistent attendance.
- Celebrate improvements and high attendance to build student motivation.

## **Behaviour, Culture and Crew**

- Monitor and moderate consistency in HOWLs (Habits of Work and Learning) judgments across the phase.
- Ensure weekly tracking of HOWLs and follow-up on anomalies or areas of concern.
- Promote and maintain the implementation of student-led conferences, Passage presentations, and other XP structures that build ownership and leadership among students.
- Carry out regular walkthroughs to assess Crew and classroom culture.

## **Academic Progress**

- Collaborate with subject leaders and teachers to support students identified as underachieving.
- Lead pupil progress interventions and reviews, and facilitate collaboration around individual student support.
- Ensure accurate data input and analysis for your phase.
- Publicly celebrate student achievements and progress, including maintaining a high profile on school blogs and recognition systems.

## **Leadership and Collaboration**

- Facilitate weekly phase meetings to support and challenge staff.
- Mentor and develop Crew Leaders to deliver high-quality Crew sessions.
- Liaise with other leaders (SENDCo, Attendance Lead, Subject Leads, DSL) to create joined-up support strategies.
- Contribute to the strategic development of the school through data-informed actions and collaboration with SLT.

## **Desirable Skills and Experience**

- Proven experience in middle or senior leadership in a secondary school context.
- Strong knowledge of safeguarding, SEND, and academic intervention strategies.
- Excellent communication and interpersonal skills.
- Ability to lead with empathy, clarity, and high expectations.
- Familiarity with the XP model, including Expeditionary Learning, Crew, and HOWLs (or a willingness to learn and adopt them fully).

## **Additional Information:**

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the [XP Trust Staff Code of Conduct](#) which includes the expectation to **read, understand and gain clarity around the professional documentation** within the [XP Trust Staff User Guide](#) and [Staff Handbook Policies](#)