

## St Mary's C of E Primary School: Job Description (Middle Leadership)

**Name:** ..... **Current Pay Point:** ..... **TLR:** .....

In addition to the responsibilities set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

**Responsible to:** Headteacher, Deputy Headteacher

**Responsible for:** Phase and English Leadership with a focus on Phonics and early reading improvements across the school; working collaboratively with the other member of the English Leadership Team.

### **Purpose of post:**

To lead improvements in phonics and early reading across the school to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum.

To take an active and positive role in the development of reading within the school as a member of the leadership team.

To lead on specific areas of the curriculum across the school.

### **Main duties and responsibilities:**

Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.

To work as part of the Leadership team in the process of devising, implementing, monitoring, assessing and evaluating phonics and early reading for the school, including areas of staffing.

Act as an ambassador for the school and positively engage with the wider school community.

Challenge poor performance in any area of the school's activity.

### **Be an excellent practitioner who is an example to staff, pupils and parents in terms of:-**

1. High personal standards of classroom practice
  2. Providing stimulating and challenging learning environment
  3. Excellent subject knowledge
  4. The ability to plan, assess and evaluate to a high standard
  5. High expectations of pupil achievement
  6. Commitment and professionalism
  7. Organisational and school operation skills
  8. Excellent leadership understanding of whole school assessment and data analysis
- Share responsibility for and be pro-active in the improvements in the curriculum.
9. Communicate effectively with Senior Leaders about subject area priorities.

### **Leadership Responsibilities:**

- 1) To hold staff accountable for standards of attainment and achievement within their classes.
- 2) To review and evaluate quality of provision in classes.
- 3) To support the development of continuity, progression and standards in the school.
- 4) To focus on transition between different age groups in the school.
- 5) To promote innovative practise within the school, focusing on teaching and learning initiatives.
- 6) To monitor and support staff development within the team.
- 7) To lead and manage aspects of pupil development (including behaviour).
- 8) To be a member of a Leadership Team.
- 9) To be an Appraisal Team Leader.

### **Subject/Aspect Responsibilities:**

- 1) To lead, manage and develop projects related to areas of responsibility.
- 2) To review and evaluate quality of provision/impact on pupil progress.
- 3) To develop continuity, progression and standards within the subject.
- 4) To monitor and evaluate teaching and learning and develop innovative practice.

### **School Teachers' Pay and Conditions Document**

The school and the teacher are committed to following the statutory provisions in the School Teacher's Pay and Conditions Document 2017 and any subsequent changes in the document which have statutory force.

Signed..... (Teacher)

Signed..... (Headteacher)