



Job Description – Middle Leader

Responsible to: Head Teacher
Hours: 32.40 hours per week

Status of the Post

This is a management post within the school's structure which carries with it membership of the Leadership Team. The postholder is accountable to the Head Teacher.

Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the school, the postholder's key accountabilities will be detailed in the schools staffing composition (found in the Staff Handbook).

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Making an impact on the educational progress of pupils beyond those directly assigned

- Ensuring that appropriate attainment targets exist for individual pupils across the whole school
- Ensuring that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system
- Monitoring progress and taking appropriate action
- Monitoring discipline and taking appropriate action
- Contributing to relevant sections of the SEF
- Contributing to relevant sections of the SDIP
- Liaising with external support agencies
- Liaising with other curriculum leaders to ensure curriculum continuity and progression
- Ensure the effective deployment of support staff and resources (ICT and consumables) within year teams, informed by curriculum mapping.
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, parents and pupils to do likewise.
- Ensure personal professional development, being up-to-date in national and local developments, contributing to school network and clusters and keeping others informed.
- To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools.

2. Leading, developing and enhancing the teaching practice of others

- Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Monitoring the quality of planning & assessment and sharing judgements with teachers and support staff as appropriate
- Identifying key professional development needs
- Ensuring that these are addressed through the provision of high quality coaching and mentoring

The postholder will be professionally accountable for the work of their appraisees.

Other School Development and Improvement Plan Responsibilities

- To make a significant impact with the rest of the Leadership Team in setting challenging but realistic targets in Reading, Writing, Numeracy and Science across the whole school
- To ensure that the school server is fully operational and that all planning, policies and schemes of work are available on it
- To contribute significantly to the SEF and SDIP

Budget Accountability

The postholder will be accountable for their relevant budget pot(s).

Signature:.....

Date:.....

Person Specification			
	Essential	Desirable	MOA (Docs, App form, Interview)
Education			
Qualified Teacher Status or Qualified Teacher Learning and Skills Status (QTS, QTLS or ECT).	✓		A D
Evidence of relevant continuing professional development.	✓		A D
GCSE (or equivalent) in Maths and English (Language) Grade C+/ 4+	✓		A D
GCSE (or equivalent) in a Science (Biology, Chemistry and/or Physics or Double Science) Grade C+/Grade 4		✓	A D
Knowledge & Experience			
Understanding of multicultural education to ensure that classroom organisation and practices do not discriminate.	✓		A I
Knowledge of strategies which are necessary to promote outstanding learning and progress.	✓		A I
Knowledge of the National Curriculum	✓		A I
Experience of utilising and managing resources in class/school	✓		A I
Knowledge and experience of promoting inclusion and of equal opportunities in education		✓	A I
Experience of teaching pupils in the 3-11 age range.	✓		A I
Skills and Abilities			
Ability to plan and prepare a programme of work for the delivery of the curriculum to children in a particular age range.	✓		A I
Ability to select appropriate resources to create a stimulating learning environment.	✓		A I
Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school.	✓		A I
Ability to relate well to parents and encourage their participation in the education process.	✓		A I
Ability to assess the progress of individual pupils and maintain appropriate records of achievement.	✓		A I
Ability to utilise the potential of ICT in classroom teaching and learning, and for professional purposes.	✓		A I
Strong interpersonal, written and oral communication skills.	✓		A I
Strong organisational and time-management skills	✓		A I
Ability to communicate effectively and confidently with others including parents, governors and other members of staff.	✓		A I
The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	✓		A I
Beliefs attitudes and personal attributes			

A shared commitment to a "no excuses" culture with a work ethic and drive to match that of the Trust in improving education and life chances of the communities we serve.	✓		I
Have a clear philosophy of education.	✓		I
Have an awareness of health & safety in the workplace.	✓		I
Have a total commitment to encouraging pupils to do the very best that they can.	✓		A I
Be a committed team player.	✓		A I
Have a commitment to the equality of opportunity and inclusion.	✓		A I
Be well organised and able to work to deadlines.	✓		A I
Confidence and self-motivation.	✓		I
Optimistic, enthusiastic and flexible.	✓		I
Committed and passionate.	✓		A I
Values diversity and equality.	✓		I
Goal focussed, but willing to adapt to and develop a deep understanding of people and context.			I
Willing to take risks and challenge accepted beliefs and behaviours.	✓		I
Other			
This post is subject to an enhanced DBS disclosure.	✓		D
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	✓		I