Lyon Park Primary School

JOB DESCRIPTION: Permanent Middle Leader

JOB TITLE: Class teacher and Middle Leader

SALARY SCALE: Inner London Pay Scale plus TLR 2a

RESPONSIBLE TO: The SLT Member for Middle Leader Role

PURPOSE OF JOB

1. The education and welfare of a class in accordance with the requirements of The School Teachers' Pay and Conditions Document, having due regard to the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the **GOVERNING BODY.** To share in the corporate responsibility for the well being and discipline of **all** pupils.
2. To be responsible and take ownership for leading English in order to secure high quality standards of achievement and quality of provision for all pupils in the school.

POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:
• national legislation, including Education Acts from 1944 to the present , the SEN Code of Practice and the current School Teachers' Pay and Conditions document subject to any amendments due to government legislation
• school policies and guidelines on the curriculum and school organisation;
• LA policies and guidelines, in particular those relating to curricular aims and principles and to equalities policies.

LIAISON AND CO-OPERATION:

The teacher will work in liaison, contact and co-operation with:
- Other members of staff;
- Members of LA support and advisory services;
- Organisations and networks relevant to the teacher's specialism or subject;
- Parents/carers, Governors and the local community.

SPECIFIC DUTIES

1. To contribute to the development, monitoring and evaluation of the School Improvement Plan.
2. To monitor teaching standards with the Headteacher, Deputy Headteacher & Assistant Headteacher.
3. To monitor and evaluate standards of learning in the school with the Headteacher, Deputy Headteacher & Assistant Headteacher.
4. Attend Middle Leader / SLT meetings as required.
5. Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching.
6. Work collaboratively with SLT staff on identified school priorities.

LEADERSHIP

1. To have responsibility and devolved leadership under the direction of the Headteacher or relevant SLT Member for the strategic leadership and management of an area of the School Improvement Plan.

2. To ensure that the school complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
3. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
4. To ensure that teachers – through short, medium and long term plans – understand the sequence of teaching and learning.
5. To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEND, higher attainers, pupils with English as an additional language and other learning groups as appropriate and identified.
6. To offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards.
7. To liaise with relevant members of staff including outside agencies.
8. Lead CPD meetings and INSET for the school.
9. As a member of the Leadership Team - analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
10. To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
11. To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school plan.
12. To maintain an evidence file for inclusion in the SEF, as appropriate.
13. To establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure.
14. To allocate, deploy and maintain resources to ensure value for money.
15. To maintain effective communication with Governors ensuring they are well informed about subject plans, policies and priorities.
16. To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers.
17. To provide guidance and support to staff in their written communications regarding the area of leadership, including the annual report to parents.
18. To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.