

At Southern Education Trust, we are driven by a shared mission of ***Making Lives Better***. We're a community of schools built on our values: ***Kind, Creative and Collaborative***, working together to help every child - and every colleague – thrive.

School	The Quay School
Grade	MPR-UPR with SEN allowance + TLR
Contract	Permanent, Term Time Only
Reporting to	Assistant Headteacher
Responsible for	Staff within curriculum area

Purpose of the job

A Middle Leader plays a key role in supporting the headteacher by helping to implement the school's aims and objectives, contributing to the development of whole-school strategies alongside the Senior Leadership Team, managing staff and resources effectively, and monitoring progress towards achieving the school's goals.

Key areas of responsibility

- Support the day-to-day leadership and management of the school.
- Coordinate curriculum interventions with the Assistant Headteacher.
- Teach (0.8 FTE).
- Communicate and promote the school's vision, values and strategic priorities.
- Lead by example, fostering positive relationships across the school community.
- Keep abreast of educational developments and apply policy effectively within the school context.
- Engage in ongoing professional development.
- Promote high expectations and accountability for pupil outcomes.
- Support high-quality teaching through coaching, training and professional development.
- Foster a collaborative culture of sharing best practice and continuous improvement.
- Motivate and support staff development while maintaining high professional standards.
- Ensure systems, processes and organisation are efficient, effective and fit for purpose.
- Maintain a safe, orderly and inclusive environment with a strong focus on safeguarding and behaviour.

- Support performance management, recognising excellence and addressing underperformance.
- Work effectively with governors and contribute to strategic financial planning and resource management.
- Build partnerships with schools and external organisations to improve outcomes for pupils.
- Develop strong professional networks and collaborative working relationships.
- Champion innovative approaches to school improvement.
- Advocate for the value and impact of education in young people's lives.

Other

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.
- This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the postholder may be required to undertake other duties appropriate to the level of the role, as directed.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• Qualified teacher status • Degree • Successful areas of responsibility and management in a school • At least 3 years of Teaching experience • Experience in a key area of the National Curriculum • Experience in monitoring pupil progress • Working with pupils with social, emotional and behavioural needs.	• Line management experience • Experience of contributing to staff development
Skills & Knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Able to implement learning interventions • Managing a budget • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships	
Personal Qualities	• Kind, compassionate and child-centred, creating environments where everyone feels valued and always acting in pupils' best interests. • Calm, steady and positive, offering a reassuring presence and helping others to feel confident and supported, even when things are busy or challenging. • Collaborative and respectful, building trusting relationships while maintaining professionalism, discretion and confidentiality. • Flexible, adaptable and proactive, responding to changing needs with good humour, taking initiative and seeing things through. • Reflective, inclusive and open-	

minded, with a genuine commitment to learning, celebrating diversity and fostering a strong sense of belonging for all.

- Inspiring and motivating, developing strong and respectful classroom relationships and engaging learners with clarity and confidence.
- Creative, adaptable and emotionally aware, shaping learning around individual needs and responding thoughtfully to pupils' wellbeing.
- Organised, forward-thinking and constructive, planning and assessing effectively and offering feedback that is supportive and meaningful.

Other Factors

- Satisfactory Safer Recruitment Checks