

# LanCasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

## JOB DESCRIPTION

### Middle Leader TLR2B

#### Core purpose

- To be responsible for driving up standards of teaching and learning and improving pupil progress in line with school improvement targets.
- To lead and manage the development of related policies and their throughout EYFS and key stages 1 and 2.
- To lead, develop and enhance classroom practice of teaching staff and teaching assistants, identifying and sharing best practice.
- To contribute to the performance management of staff through involvement in related systems and procedures.
- To develop the use of resources including ICT to support and enhance teaching and learning.

#### 1.) Strategic development

- Use national, local and school data to monitor achievement across the school.
- Monitor the progress made towards achieving targets and use this information to plan future developments.
- Collaborate with staff to develop the subject in relation to:
  - ✓ Aims of the school, including its policies and practices
  - ✓ Short, medium and long term planning
  - ✓ Resources
  - ✓ Continuous professional development of staff
  - ✓ Challenging targets for improvement
  - ✓ Performance Management

#### 2.) Teaching and learning

- Plan and monitor coverage, continuity and progression throughout the school.
- Ensure that teachers are clear about learning objectives and understand the sequence of teaching and learning, including cross-curricular approaches.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Work with the Assessment Leader to establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Evaluate teaching and learning in the school through monitoring activities including:
  - Lesson observations
  - Learning walks
  - Work and planning scrutinies
  - Pupil discussions
  - Analysis of results and assessment data
  - Attending planning meetings
  - Leading staff training
  - Informal discussions

Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further improve the quality of teaching and learning across the school.

### 3.) Extra-Curricular/Community Learning

- Plan, execute, monitor and evaluate extra-curricular/community activities as relevant to the subject.
- Liaise with external parties in order to enhance subject delivering, including parents/carers, community organisations, charities, the business sector, etc.

### 4.) Leading and Managing Staff

- Lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team.
- Ensure trainee, newly qualified and staff new to the school receive appropriate support for teaching and learning.
- Support the senior leadership team in performance management and holding staff accountable against targets.

### 5.) Effective and efficient deployment of staff and resources

- Manage a budget.
- Establish resource and staff requirements/priorities and work the school leadership to put these in place.
- Ensure the effective and efficient management of learning resources.
- Distribute resources to meet the objectives of the school.

### 6.) Discipline and Relationships

- Maintain good order, discipline and respect for others among pupils.
- Promote understanding of the school's rules and values.
- Follow health and safety guidelines and directives.
- Develop relationships with and between staff and pupils conducive to optimum learning.
- Ensure that safeguarding and child protection policies and procedures are followed at all times.

### 7.) Professional Development

- Keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings and participating in national or local arrangements for appraisal of staff performance.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

### 8.) Corporate life

- Take part in the corporate life of the school (e.g. attending assemblies, taking part in fundraising events, being part of the team organising concerts).

### 9.) Equality policies

- Ensure that subject matter and learning resources reflect borough and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all tasks and duties listed in 1 - 8 above.