

## Job Description

### Leadership Pay Scale 1 - 7

Job Title:	Middle Leader AB
Pay Scale:	Leadership 1-7
Reports to:	Principal
<p><b>Main purpose of the post:</b></p> <ul style="list-style-type: none"> <li>• Assisting in the leadership and management of the academy by supporting the Executive Principal, Principal, and working with the Senior Leadership Team in meeting the aims of the Trust.</li> <li>• Leading the strategic development, and requirements, of an identified key stage, subjects and areas e.g. SENDCo, residentials, interventions, etc</li> <li>• Being a Leader of SEND and promoting Inclusion</li> <li>• Leading on statutory tests and supporting school assessments</li> <li>• Role modelling high standards of quality first teaching</li> <li>• Role modelling high standards of conduct and leading on behaviour management</li> <li>• Supporting the wellbeing of staff and pupils</li> <li>• Providing professional guidance to colleagues, working closely with staff, parents and other agencies</li> <li>• Coaching staff for professional development</li> <li>• Contributing to school self-evaluation</li> <li>• Keeping abreast of trends and developments in education, attend inset/training to keep abreast of new ideas and developments in education and to be active in evaluation and adaptation of education research and classroom practice</li> </ul> <p>In addition, your leadership responsibilities include (but are not limited to) those listed below</p>	
<p><b>Employment Duties:</b></p> <p>This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract, as well as the provisions of the School Teachers' Pay and Conditions Document.</p>	
<p><b>Key Tasks and Activities:</b></p> <p>Leaders 1-7 play an important role in the life of the Trust via:</p> <ul style="list-style-type: none"> <li>• Supporting the strategic development of your areas.</li> <li>• Leading, developing and enhancing the quality of teaching through coaching and mentoring as an exemplary practitioner and by aligning to the principles of the Growing Great People framework</li> </ul>	

- Leading on adaptations and differentiation in planning and teaching for SEND children; across year groups and relevant Key Stages
- Take responsibility for the mental health and well being of pupils in the key stage, including involvement in lunchtime duties, when necessary; promoting the safety, health, care and welfare of pupils, and developing opportunities for them to make a positive contribution to the school and the community.
- Support staff by monitoring and evaluating environments, pupil standards, achievement, and progress of specified year groups and report to Senior Leaders
- Contributing to strategic school development planning, assessment and evaluation.
- Contributing effectively to the work of the wider Trust team.
- Leading, managing and developing across a core subject, whole school curriculum and/or whole school focus areas.
- Taking advantage of CPD opportunities and using the outcomes effectively to improve pupils' learning.
- Ensuring the continuation of the high standards of safeguarding and promotion of the welfare of children.
- Assisting leaders in maintaining high standards of pupil behaviour.
- Develop and implement policies and practises which reflect the school's commitment to high achievement through effective teaching and learning.
- Evaluate the teaching / aspect of work by the monitoring of teachers' plans and through work analysis, and other school self-review processes identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
- Promoting the academy e.g. Twitter

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

Leaders are expected to uphold and demonstrate the 7 principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Leaders will uphold public trust in the school / trust leadership, maintain high standards of ethics and behaviour and be effective leaders of their school / trust community and profession.

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> <li>As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any manager of the school.</li> <li>Participating in the ongoing development, implementation and monitoring of the school development plan.</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>

Agreed by: ..... Date .....

## Person Specification

### Training and Qualifications

1. Qualified teacher status (QTS)

### Knowledge and Skills

1. Qualifications and skills necessary to support the strategic development of a Key Stage and significant area of focus e.g. SEN provision or curriculum across a school or when working with or supporting other schools.
2. Knowledge, understanding and experience of successful strategies to promote inclusion, diversity and equity of opportunity
3. Excellent understanding of the primary education with a creative approach and ability to lead INSET
4. Consistent evidence of what quality first teaching looks like and how it impacts on learning
5. Sound knowledge and ability to lead SATs and analyse and present data
6. Ability and experience to be dynamic and raise standards throughout the school
7. Ability to sensitively and effectively manage teams
8. Ability to effectively work within the senior management team with a positive approach to problem solving.
9. Ability to reflect and take on feedback
10. The ability to act in a consistently professional manner and to strongly contribute to the ethos of the school and display commitment to the protection and safeguarding of children
11. Flexibility, adaptability, enthusiasm and humour
12. Ability to develop positive relationship with a range of stakeholders across the school community and trust i.e. pupils, parents, governors and members of the wider community