### JOB DESCRIPTION

### Senior Leader (TLR)

Moorlands Primary School

**Responsibility for leading, managing and developing a given subject throughout the school and leading their year group. This will depend on the candidate’s strength and experience.**

### Responsible to: The Headteacher and Deputy Headteacher

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### Main Purpose:

The candidate will assist the Headteacher and Senior Management Team in the leadership and management of the school by:

* Supporting the development and achievement of the school’s vision to secure success and improvement.
* Playing a major role in ensuring high quality education for all pupils and improvement in standards of learning and achievement in the Key Stage.
* Working in close partnership with relevant staff to promote continuity of provision, practice and management across the primary school.
* Work in close partnership to ensure smooth transition between key stages.
* Helping to secure commitment of the wider community to the school in developing and maintaining effective networks within the Key Stage.

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**Strategic Direction and Development of the School:**

* As a member of the Leadership Team, actively contribute to the development of the whole school.
* Lead by example in helping to create a productive school ethos.

**Knowledge and understanding of:**

* What constitutes quality in educational provision in the Key Stage, the characteristics of effective practice and strategies for raising pupils’ achievement.
* How to promote pupils’ spiritual, moral, social and cultural development and good behaviour through effective management and leadership.
* How to seek and use national, local and school data, OfSTED evidence and research findings in the Key Stage development.

**Planning and setting expectations**

* Contribute to the creation and implementation of a strategic plan which identifies Key Stage priorities and targets for ensuring that pupils achieve high standards and make good progress, increasing teachers’ effectiveness and securing improvement.
* Assist with effective monitoring, evaluating and reviewing of the plan to secure progress and Key Stage improvement.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Teaching and managing pupil learning**

* Act as a role model by providing inspirational and creative teaching which secures high standards of learning and behaviour.
* Carry out the professional duties of a teacher as set out in the School Teachers’ Pay and Conditions document and the DfES Teachers’ Standards Framework.
* Play a significant role in creating and maintaining a climate which promotes and secures outstanding teaching, effective learning, high standards of achievement and good behaviour throughout the Key Stage.
* Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement.
* Actively promote the application of the core subject being led.
* Help to create and implement positive strategies to celebrate diversity and to promote good race relations and community cohesion.
* Help to ensure that pupils in the Key Stage develop study skills in order to learn more effectively and with increasing independence.
* Take full responsibility for the leadership and management of an agreed subject.
* To lead phase assemblies focusing on the value of the week.

**Assessment and evaluation**

* As a member of the Leadership team, contribute to monitoring, evaluating and reviewing the effectiveness of policies, priorities and targets.

**Pupil Achievement**

* Play a significant role in making explicit to pupils, parents, teachers and the wider community the school’s high expectations that all pupils can succeed.
* Ensure that resources are dedicated to ensuring the highest standards of achievement for all pupils in the Key Stage.

**Relations with parents and the wider community**

* Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning in the Key Stage.
* Create and maintain an effective partnership with parents of pupils in the Key Stage to support and improve pupils’ achievement and personal development.
* Ensure that parents and pupils are well-informed about all relevant matters.

**Managing own performance and development**

* Take responsibility for own professional development.
* Use effective computing skills for teaching, learning and management.
* Prioritise and manage own time effectively, particularly in relation to balancing the demands of teaching with commitment to school management.
* Work under pressure and to deadlines.
* Sustain personal motivation and that of phase staff.

**Managing and developing staff and other adults**

* To take responsibility for the management of staff performance in your appraisal team.
* Motivate and help to enable all staff in the Key Stage to carry out their respective roles to the highest standards.
* Ensure that constructive working relationships are formed between Key Stage staff and pupils.
* Contribute to the professional development of staff through example, coaching, mentoring and organising and leading meetings.

**Responsibility for leading, managing and developing a subject throughout the school.**

* Responsibility for review, development and coordination of a subject throughout the school and monitoring the effectiveness of the school's provision in these areas.
* Disseminate throughout school new guidance and training linked to their subject.
* Evaluate the impact and effectiveness of all subject activities on the quality of teaching and learning.
* Lead, develop and enhance the subject and practice of colleagues, both teaching and non-teaching.
* Maintain the professional support structure for the staff, focusing on sharing experience and developing ideas for facilitating the programme.
* Identify relevant staff development needs and coordinating these with the Headteacher.
* Keep the Governing body up to date with key issues and developments with the subjects.
* To liaise with local High Schools, supporting students in their work experience placements at Moorlands