

## Job details

**Job title:** Middle Leader- KS3 Provision (Harbourside)

**Salary:** MPR-UPR with SEN allowance + TLR

**Contract type:** full-time/permanent

**Reporting to:** Assistant Headteacher

**Responsible for:** Staff within curriculum area

## Main purpose

A Middle Leader, under the direction of the headteacher, will take a major role in:

- Implementing the aims and objectives of the school
- Developing whole school strategies with the SLT
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

## Duties and responsibilities

### Qualities and knowledge

Under the direction of the deputy headteacher:

- Support with the day-to-day management of the school
- Coordinate Curriculum Interventions with the Assistant Headteacher
- Teaching (0.8)
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

### Pupils and staff

Under the direction of the assistant headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Support excellent teaching in the school, including through training and development for staff

- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Hold their staff to account for their professional conduct and practice

### **Systems and processes**

Under the direction of the assistant headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources

### **The self-improving school system**

Under the direction of the assistant headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Middle Leaders will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the middle leaders will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by SLT.

## Person Specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful areas of responsibility and management in a school</li> <li>• At least 3 years of Teaching experience</li> <li>• Experience in a key area of the National Curriculum</li> <li>• Line management experience is desirable but not essential</li> <li>• Experience of contributing to staff development</li> <li>• Experience in monitoring pupil progress</li> <li>• Working with pupils with social, emotional and behavioural needs.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Able to implement learning interventions</li> <li>• Managing a budget</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Share our vision</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to professionalism and maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Can create an ethos within which all staff are motivated and supported to develop their skills and knowledge</li> <li>• Resilience – tomorrow is a new day with new opportunities.</li> </ul>

This job description may be amended at any time in consultation with the postholder.

**Headteacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_