



## Job Description

<b>Job Title</b>	<b>Middle Leader</b>
<b>Pay scale</b>	TLR2b
<b>Location</b>	<b>Hartley Primary School</b>
<b>Responsible to</b>	Head Teacher & SLT
<b>Purpose</b>	<ul style="list-style-type: none"><li>■ Shared leadership of the school as a member of the leadership team.</li><li>■ Middle leader responsible for pupils' progress and attainment.</li><li>■ Day-to-day leadership, organisation and management of staff and pupils.</li><li>■ Strategic leadership of a designated area, including identification of priorities and planning for them to be addressed in a timely but manageable way.</li><li>■ Manage staff performance and improve the professional skills of colleagues through the annual appraisal process.</li><li>■ Teach to an exemplary standard.</li><li>■ Safeguard and promote the welfare of all pupils and young people, and follow school policies and the staff code of conduct.</li></ul>
<b>Job context</b>	This role provides an opportunity to work as part of the Leadership Team at the school and within the Learning in Harmony Trust, focusing on school priorities, improving the quality of teaching and learning, and developing the aspects of school life for which you are accountable.
<b>Key areas of responsibility</b>	
<b>Strategic</b>	<ul style="list-style-type: none"><li>● Share, articulate and contribute to the school's vision for the aspirations and improvement of the school and the Trust.</li><li>● Lead school improvement planning, taking account of the agreed priorities and contributing to the identification of key areas of strength and weakness.</li><li>● Establish the policies through which the school's aims and objectives shall be achieved, monitoring and evaluating systems, policies and procedures.</li><li>● Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.</li><li>● Develop and enhance the culture of teamwork, in which the views of all members of the school community are valued and taken into account.</li><li>● Contribute to the self-evaluation of the school.</li></ul>



	<ul style="list-style-type: none"><li>• Attend leadership team meetings as required.</li></ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"><li>• Lead a designated area, monitoring and evaluating the quality of teaching and learning, and its impact on pupil progress.</li><li>• Lead a team, focusing on high quality teaching and learning through a culture and ethos of challenge and support.</li><li>• Ensure uniform curriculum coverage and similarity of delivery within your team.</li><li>• Provide staff training to ensure teaching and learning is effective.</li><li>• Use data and benchmarking to set targets and monitor progress across the school, ensuring that underachievement is challenged at the earliest opportunity.</li><li>• Develop and enhance a rich curriculum that meets the needs of all pupils.</li><li>• Implement strategies to promote high standards of behaviour.</li><li>• Exemplify and share best practice across the school.</li></ul>
<b>Developing self and managing others</b>	<ul style="list-style-type: none"><li>• Set high expectations for your own performance and that of others.</li><li>• Coach and develop staff to maximise the impact of teaching and learning.</li><li>• Engage in relevant Continued Professional Development activities.</li><li>• Contribute to the development of collaboration within the school and Trust.</li><li>• Monitor and evaluate standards of teaching and learning across the school.</li><li>• Lead, manage and organise meetings as appropriate in support of the school's aims.</li><li>• Support the school's ethos, promoting its values and principles.</li><li>• Motivate and inspire colleagues.</li></ul>
<b>Managing the organisation</b>	<ul style="list-style-type: none"><li>• Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.</li><li>• Ensure that day-to-day matters are well organised, with events communicated to colleagues and parents and recorded in the diary well in advance</li><li>• Ensure the learning environment and pupils' behaviour promotes effective learning and a positive experience of school.</li><li>• Develop action plans in specific areas of responsibility, in order to bring about improvements.</li></ul>



	<ul style="list-style-type: none"><li>• Ensure that equal opportunities for pupils and staff are effectively promoted.</li><li>• Keep up to date with safeguarding as a Designated Safeguarding Lead and attend meetings as required.</li></ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"><li>• Work with SLT to secure improvement through the annual appraisal process; take responsibility for the performance management of identified staff.</li><li>• Improve staff performance and manage the differing experiences and aspirations of staff by mentoring, coaching and challenging performance</li><li>• Support staff in understanding their own accountability.</li><li>• Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the School Improvement Plan.</li><li>• Contribute to the reporting of the performance of the school to parents/carers, governors and other key partners as necessary.</li></ul>
<b>Strengthening community</b>	<ul style="list-style-type: none"><li>• Respond to the range of needs within the school community.</li><li>• Contribute to the development of the school within the community.</li><li>• Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.</li><li>• Promote and model excellent relationships with parents/carers, based on involving parents as partners, to support and improve pupils' achievement.</li></ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"><li>• Undertake any training commensurate with the post.</li><li>• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li><li>• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li></ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.</p> <p>This job description does not form part of the contract of employment.</p>