



SALE HIGH SCHOOL

JOB DESCRIPTION – MIDDLE LEVEL LEADER

Post Title	MIDDLE LEVEL LEADER
Definition	The MLL role is responsible to their line manager/SLT link
Strategy	<p>The MLL is responsible for student outcomes and achievement in the subject area they are leading. The post holder will also share in the responsibility for leadership of the school as a member of the Middle Leadership Team.</p> <p>The MLL will be a highly experienced teacher in his/her subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning in the range of subjects within the department. The appointed candidate will have experience of successfully leading a team and will have a commitment to high standards and hard work to secure high quality outcomes for all students.</p> <p>Where there is an assistant middle leader in the department the MLL will need to identify the area of responsibility/ies they would wish the AML to take on as areas for development under their leadership. It is expected these roles and responsibilities will change annually or biennially. The MLL still maintains the overall responsibility for the department, sets the standard of leadership within the department and exercises his/her leadership on behalf of the Senior Leadership Team.</p> <p>It is expected that all staff within two years of joining the school will be operating at a minimum of good with outstanding features and working towards being outstanding in their teaching, learning and specific areas of responsibility.</p>
Principle Tasks	<ul style="list-style-type: none"> • To provide strategic leadership and vision to the department in accordance with the School Improvement Plan/SEF • To raise standards of student attainment and achievement within the curriculum area/s and to monitor and support student progress • To be accountable for overall standards and improving results • To develop and enhance the teaching practice of others; to monitor and maintain quality of teaching and learning across the department. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the School and the curricular policies determined by the Governing Body and the Head teacher of the school • To be accountable for leading, managing and developing the curriculum areas • To work collaboratively with other Middle and Senior Leaders to raise standards and secure improvement for the school • To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio • To plan and monitor annual spend on resources for the department, including reprographics costs, within the budget allocated • To act as a role model and effective line manager for the members of staff in the department • To conduct annual performance management reviews with the team and to provide recommendations for pay progression • To be accountable for effective behaviour management in the department

Reporting to	Head Teacher
Responsible for	Teaching staff, technicians and other relevant personnel within the department
Liaising with	Head/SLT and other Middle Level Leaders, Student Support Services / Heads of House, and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, Parents and Governors
Working Time	195 days per year : Full time
Salary/Grade	TLR 1b
Disclosure Level	Enhanced
MAIN (CORE) DUTIES	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department The day to day management, control and operation of course provision with the department, including effective deployment of staff and resources To actively monitor and follow up student progress To implement School policies and procedures e.g. equal opportunities, health and safety, COSHH, accommodation strategy etc. To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
	<ul style="list-style-type: none"> To lead and manage the business planning function of the department, and to ensure that the planning activities reflect the needs of students within the subject area, DSIP and the aims and objectives of the school To ensure that Health and Safety policies and practices throughout the department are in-line with national requirements.
Curriculum Provision	<ul style="list-style-type: none"> To liaise with the senior leader responsible for curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school improvement plan To be accountable for the development and delivery of department subjects. To lead by example as a teacher and manager, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching To ensure the department implement and follow school policy and procedure and that staff within the department are both supported and held to account for implementing school policy and securing high standards in their classrooms To develop a transition strategy from KS2-3 which ensures that students sustain their development from Year 6.
Curriculum Development	<ul style="list-style-type: none"> To lead curriculum development for the whole department To keep up to date with national developments in the subject areas and teaching practice and methodology To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the senior leader responsible for curriculum to maintain accreditation with the relevant examination and validating bodies.
Staffing	<ul style="list-style-type: none"> To work with the senior leader for teaching and learning to ensure that staff development needs are identified and appropriate programmes are planned to meet such needs To undertake performance management review(s) and to act as reviewer for a group of staff within the department To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover, liaising with the cover administrator. To participate in the interview process for teaching and support staff posts
Staff Development	
Recruitment/ Deployment of Staff	

	<p>in the department when required and to ensure effective induction of new staff in line with school procedures</p> <ul style="list-style-type: none"> • To promote teamwork and motivate staff to ensure effective working relations • To participate in the school's ITT programme • To be responsible for the day-to-day management of staff within the department and act as a positive role model
Quality Assurance	<ul style="list-style-type: none"> • To ensure effective operation of quality assurance programmes to monitor and evaluate the subject area in line with agreed school procedures and evaluation against quality standards and performance criteria. • To establish the process target setting within the department and to work towards their achievement • To establish common standards of practice within the department and develop effective teaching and learning in the department • To contribute to school procedures for lesson observation • To monitor and evaluate curriculum areas in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required • To ensure that all department's quality assurance procedures meet the requirements of self evaluation and the school improvement plan
Management Information	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on SIMs • To analyse and evaluate performance data provided • To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the actions taken • To produce reports within the quality assurance cycle for the department • To produce reports on examination performance including the use of value-added data • In conjunction with the senior leader for curriculum to manage the department's collection of data. • To provide the governing body with relevant information relating to department performance and development
Communications	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives • To ensure effective communication/consultation as appropriate with the parents of students • To liaise with all stakeholders • To represent the departments views and interests
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities e.g. the collection of material for press releases/social media • To effectively promote the subjects at Open Days/Evenings and other events • To actively promote the development of effective subject links with external agencies
Management of Resources	<ul style="list-style-type: none"> • To manage the available resources of space, staff, finance and equipment effectively within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • To work with the senior leader curriculum in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed • To ensure that subject colleagues take care of teaching rooms, corridor areas, etc. including furniture and maintain them to high standards.

Pastoral System	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department • To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and appropriate action is taken • To act as a Form Tutor and carry out the duties associated with that role as outlined in the generic job description • To contribute to Super learning days and so support PSHE, citizenship and enterprise according to School policy. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place • To develop positive student attitudes, motivation and engagement
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Safeguarding	<ul style="list-style-type: none"> • To be familiar with and comply with the school's current safeguarding procedures and to ensure that the rest of the department do the same. This includes the completion of daily form and lesson registers.
Ethos	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. • To sustain effective, positive relationships with all staff, students, parents/carers, governors and the local community

Other Specific Duties

- To take part in personal development as agreed
- To engage actively in the appraisal process
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title

Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

POST _____ Middle level leader English _____

POSTHOLDER _____

SIGNED _____

DATE _____

Produced November 2018.

SALE HIGH SCHOOL

MIDDLE LEVEL LEADER - PERSON SPECIFICATION

(All areas are essential, unless indicated otherwise)

Qualifications

Essential

- A degree or relevant, comparable qualification
- Qualified teacher status
- Experience of further relevant professional development

Desirable

- Post-graduate qualification.
- Professional qualification e.g. 'NPQSL'.

Experience

- Experience of a significant departmental responsibility role, with a minimum of two years in at least one post.
- Evidence of successful and effective delivery on whole-school issues
- Evidence of sustained success in a challenging education environment
- Evidence of innovation and creativity within a successful school environment
- A clear and well evidenced commitment to equality of opportunity
- Evidence of partnership working within a school or local context

Ability, Skills and Knowledge

- Proven knowledge, or willingness to learn, across the whole range of subject areas included within the department.
- The ability to work effectively and sensitively with a range of groups and individuals, whilst pursuing agreed aims
- An ability to communicate effectively with a wide range of people and groups
- High degree of skill in communications, verbal and written
- The ability to instil and facilitate a culture of calm, ordered and reasoned purpose
- Ability to set clearly articulated goals and to track progress and adapt strategies to achieve them
- The ability to use I.C.T. for personal and professional use

Personal Qualities

- A strong philosophy of education which values and encourages learning for life
- Strong personal credibility based on high levels of probity and the ability to form effective and mutually respectful inter-personal relationships, with all stake-holders
- Strong leadership skills with the ability to lead, motivate and persuade others to achieve a common goal
- A strong commitment to inclusion and the overcoming of barriers to education with the ability to prioritise conflicting demands

Leadership Skills

- A passionate commitment to develop the best in young people
- Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work
- Personal commitment to the school's professional standards and code of conduct
- A commitment to further training and a willingness to participate in relevant CPD.
- Willingness to be engaged in partnership and community activities
- Commitment to the aims and ethos of the school.
- A positive approach to challenges, which seeks solutions and addresses difficulties with cheerfulness and good humour.
- Flexibility and a willingness to be involved in change
- To be prepared to work flexibly outside school hours
- Experience of the role of form tutor.

Reviewed November 2018.