



Phonics Lead - Middle Leader Job Description (TLR2c Allowance)

Overall Purpose

To meet the requirements of:

- A teacher as set out in the School Teachers Pay and Conditions Document.
- The Professional Standards for Teachers.

Middle Leaders play an important role in the life of the School via:

- Assisting in the leadership and management of the school.
- Supporting the Executive Headteacher, the Senior Leadership Team and Senior Middle Leaders in meeting the aims of the school.
- Being a role model for teaching and learning.
- Making a valuable contribution to the raising of pupil standards, which includes having an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- Contributing effectively to the work of the wider school team.
- Delivering high quality teaching and learning, for which the teacher is made personally accountable.
- Lead, manage and develop across a subject or curriculum area; and /or lead and manage pupil development across-the curriculum.
- 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.
- Leading, develop and enhance the teaching practice of other staff through coaching and mentoring as an exemplary practitioner.
- Line managing employees.

Responsible to the Senior Middle Leader TLR2b English KS1/Early Years.

In addition to the requirements of a class teacher:

Job Purpose

- To lead, manage, develop and be accountable across a subject or **part** of the school's curriculum area and/or lead and manage pupil development across the curriculum.
- To be responsibility for leading on standards, achievement, and progress.
- To contribute to strategic school development planning and evaluation.
- Make a valuable contribution to the raising of pupil standards.
- Deliver high quality teaching and learning.
- Monitor and evaluate the school's work in this area and to support, hold accountable, develop, and lead a team of people focusing on that area.
- To develop and enhance the teaching practice of staff across the school.
- To support the leadership of a phase team.

- To act up as a senior middle leader in the absence of members of the Senior Leadership Team.
- Contribute effectively to the work of the wider school team.
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Areas of Responsibility and Key Tasks

a) Strategic Direction and Development (with the support of, and under the direction of, the Executive Headteacher, the Senior Leadership Team and Senior Middle Leaders)

- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- Develop plans for the area / aspect of work which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the school development/progress plan.
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- Responsibility for the self-review process.

b) Teaching and Learning

- Ensure continuity and progression in the area / aspect of teaching by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan.
- Evaluate the teaching in the area / 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 improve further the quality of teaching.

c) Leading and Managing Staff

- To lead, develop and enhance the teaching practice of the staff.
- To lead and line manage staff, including associated Appraisal / Performance Management duties and responsibilities.
- Enable all teachers to achieve expertise in planning for and teaching in the area / aspect of teaching, through example, support and by leading or providing high quality professional development opportunities.
- Demonstrate an excellent ability to advise and support other teachers.
- Provide clear feedback, good support, and sound advice to others.
- Provide examples, coaching and training to help others become more effective in their teaching.
- Help others to evaluate the impact of their teaching on raising pupils' achievement.
- Act up in the absence of a Senior Middle Leader.
- Ensure that the Executive Headteacher, Leadership Team, Senior Middle Leaders and Governors are well informed about policies, plans, priorities, and targets for the area and that these are properly incorporated into the school development/progress plan.

CLASSROOM TEACHER

Planning, Teaching and Class Management

Teach pupils by planning their teaching to achieve progression of learning through:

- Delivering an appropriate, broad, balanced, relevant, differentiated, and challenging curriculum to all pupils appropriate to their needs.
- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building upon prior attainment.
- Identifying SEND pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Evaluating own teaching critically to improve effectiveness.
- Ensuring the effective and efficient deployment of classroom support.
- Taking account of pupils' needs by providing structured personalised learning.
- Providing opportunities which develop all areas of learning.
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed.
- Monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Undertake assessments of pupils.
- Prepare and present informative reports to parents.

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.

July 2021.