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**Ifield School**

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**Mrs Maddie Arnold-Jones**

**Headteacher**

**Job Description**

**Title:** Middle Leader **Name**:

**Salary:** Leadership Pay Range  **Grade:** Leadership Pay Ranges 4 - 7

**Responsible to**: Deputy Headteacher & **Accountable to:** Headteacher

Assistant Headteacher

**Purpose of the Role**

* To take responsibility for a class in the role of a Class Teacher.
* To monitor and improve the quality of education for a designated cohort of pupils.
* To model and support staff to sustain outstanding practice, through joint planning, team teaching and leading training.
* To lead by example in respect of professional conduct and inter-personal relationships to ensure the wellbeing of pupils, staff and parent/carers.
* To safeguard pupils in accordance with statutory policies.
* The main duties and responsibilities outlined are to be undertaken in accordance with the provision of the current School Teachers’ Pay and Conditions document.
* Teachers Standards apply to all teachers regardless of their career stage.

**Reporting to:** 1. Headteacher

2. Deputy Headteacher

3. Assistant Headteachers

**Key Tasks**

1. To lead and implement a leadership project aligned with School Plan priorities, collaborating with other leaders within the Cedar Federation, contributing to substantial and sustained school improvement.
2. Model best practice in teaching and learning, providing mentoring, coaching and professional development opportunities for colleagues.
3. Conduct regular learning walks to monitor the quality of education and provide constructive feedback.
4. Support Early Career Teachers (ECT) and colleagues new to the school, promoting high standards of professional standards.
5. Contribute to and support whole-school initiatives, ensuring alignment with the school’s vision and goals.
6. Work collaboratively with parents, carers and external agencies to enhance pupils’ learning and wellbeing.
7. Oversee daily staffing and cover arrangements within the key stage, ensuring continuity of learning and efficient deployment of staff.

**Main Duties and Responsibilities (Accountabilities):**

1. Sustain effective teaching to ensure the learning and progress of all pupils.
2. Model classroom practice and provide support and guidance to colleagues in selecting the most appropriate teaching and learning methods and resources for pupils.
3. Ensure delivery of a high quality curriculum characterised by outstanding learning and teaching, enthusiastic involvement and a sense of purpose and enjoyment from staff and pupils.
4. Ensure high quality provision for pupils from their starting points, so that there is a positive learning environment in which pupils can flourish.
5. Monitor and improve the quality of education leading to improved rates of pupil progress.
6. Develop and contribute to a whole school project to support the implementation and measure the impact of the school development plan.
7. Ensure that there is high quality continuous professional development evidenced by individual development appropriate to the needs of staff and the area of responsibility.
8. Provide high quality, creative cross curricular input within the whole school curriculum.
9. Provide clear evidence of effective contributions to whole school improvement and development.
10. Provide quality information and support to parents/carers to enhance pupils inclusive learning.
11. Create and maintain a staff team at the leading edge of developments at local, regional and national level.
12. Provide an outstanding personal and professional role model for all staff in line with the Teachers Standards.
13. To take part in self-evaluation and performance management processes that will upskill staff and drive improvement linked to the School Plan.
14. Be a reflective practitioner taking account of the school’s strategic vision.
15. Contribute to substantial and sustained school development by:

* Leading team meetings to explain developments and initiatives
* Introducing changes to current practice based on research
* Monitoring and evaluating documentation linked to areas of expertise and specialisms
* Delivering professional development opportunities to Teachers, Teaching Assistants, parents/carers and Governors
* Analysing data and evaluating of pupils’ progress
* Applying action research to inform teaching and learning.
* Keep up to date with specialist knowledge and developments e.g. research, courses at local and

national level, to enhance teaching and learning opportunities.

1. Provide support and training to teaching staff to enable them to become more effective, ensuring continuity and progression.
2. Identify pupils who require additional interventions and ensure appropriate programmes are in place for them.
3. To adhere to, and to contribute towards the School Plan priorities for the current academic year.

**Scope for Impact:**

* Improve the quality of teaching and learning for all pupils.
* Increase rates of pupil progress and raise pupils’ achievements.
* Improve teaching staff’s subject knowledge.
* Maintain and consistently model Teacher Standards

“**Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Signed:** | **Signed:** |
| **Headteacher:** Mrs Maddie Arnold-Jones | **Name:** |
| **Date:** 1st September 2025 | **Date:** 1st September 2025 |