



Job Description: Middle Leaders

The **Early Years Leader** is a member of the BSC Middle Leaders Team.

All middle leaders, under the direction of the Head of Junior / Senior School, will take a major role in:

- modelling a culture of high expectations and aspirations aligned to the mission, vision and priorities in establishing the school as a world class institution
- inspiring and influencing others to believe in the fundamental importance of education in young people's lives and promote the value of education
- demanding ambitious standards for all students whilst ensuring a strong sense of accountability in staff for the impact of their work on student outcomes.

General responsibilities:

- Responsible for all aspects of leading a team of staff and pupils. This involves sharing a clear vision, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group, subject or Department.
- To monitor the quality of learning experienced by the year group, by the students liaising with all stakeholders offering support and guidance where necessary.
- To promote the ethos of the school through leading high quality assemblies.
- To communicate effectively with all stakeholders including Senior Leadership where necessary.

Qualities:

- To act as a role model by demonstrating high quality pastoral care and academic monitoring of pupils.
- Contributing to the culture of continual professional development by modelling engagement with CPD opportunities.
- Maintain high visibility within the school, continuing the culture of professional support and challenge. Monitor and evaluate the delivery of learning and pastoral support to drive school improvement.
- Articulate the School's vision consistently to support the strategic direction of the school.
- Demonstrate high levels of emotional intelligence building positive relationships with all members of the school community.
- Keep up to date with changes with developments in education and have a good knowledge of education systems locally and globally.
- Proactively seek CPD opportunities to suit personal development needs.
- Understand the principles and practice of school improvement and the leadership and management of change in order to support and drive school development.
- Demonstrate the following leadership behaviours:
 - commitment, collaboration, personal drive, resilience, awareness, integrity and respect, confidence

*Everyone achieving the highest academic standards
Children equipped with the values, attitudes and attributes that will serve them in later life
The school delivering consistently regardless of change in context / circumstance*

**Pupils and Staff:**

- Demand ambitious standards for all pupils instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Use assessment data to inform an analysis of all pupil's progress enabling the identification of barriers to learning and appropriate interventions.
- Ensure that both formative and summative data are used to inform everyday teaching and learning for all children / groups of children.
- Demonstrate excellent knowledge and application of pedagogy. Model innovative approaches to teaching, learning and assessment practices.
- Hold all staff to account for their professional conduct and practice, set an ethos where all staff feel supported and motivated to develop their skills and knowledge.
- Have an involvement in policy development and decision making across the school.

Systems and Processes:

- Regularly update the school management system to maintain accurate pastoral and academic records.
- To oversee 'in year' admissions and liaise with all stakeholders to ensure the wellbeing of students during their induction into the school community.
- Provide a safe, calm, well ordered environment for all pupils and staff focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for evaluating and addressing the performance of all staff, acting on underperformance swiftly and systematically.

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Middle Leader Job Specifications Junior School

Junior School Job Specification
Early Years Leader will be accountable for:
<p>The standards (this includes the attainment outcomes, and progress outcomes) reached by all pupils across the Early Years Foundation Stage.</p> <p>The standard/quality of teaching and learning across the Key Stage.</p> <p>Maintaining a culture of celebration, ambition and high expectations for both staff and students.</p>
A successful Early Years Leader will:
<p>Ensure that the core values of the school are fully expressed by the whole team.</p> <p>Encourage and stimulate interest in all aspects of School development (curriculum, teaching and learning, assessment) across the Key Stage and liaise effectively with other KSLs to ensure continuity and consistency throughout the School.</p> <p>Ensure that school policies are implemented and embedded across the Key Stage.</p> <p>Lead the planning of the curriculum, assessment and reporting to ensure continuity, progression and maximum achievement for all children.</p> <p>Implement, monitor and evaluate effective tracking of pupils' social and academic progress throughout the Key Stage; through accurate identification, any underperformance is supported by intervention programmes whose impact are closely monitored.</p> <p>Produce Key Stage Improvement (Development) Plans to address the identified priorities.</p> <p>Set appropriate, but ambitious, targets for the Key Stage as a whole and individual targets for those who work within it.</p> <p>Ensure and oversee management of a smooth transition within and across phase.</p> <p>Manage the Key Stage and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.</p> <p>Ensure that staff are properly appraised (within the timescales given) through the agreed performance management systems and that appropriate training/support is provided to meet identified needs. This includes the accurate, and continuous evaluation of staff through weekly learning walks and when (if) necessary, following the capability procedure.</p> <p>Support and actively promote ongoing professional development within the team.</p> <p>Ensure that reflective practice plays a major role in driving team and individual development forward.</p> <p>Assist in the appointment of staff as required.</p> <p>Prepare and distribute the rotas for, and lead Key Stage assemblies as required.</p> <p>Ensure that all staff across the Key Stage are appropriately updated regarding changes to School policy, process or practice.</p> <p>Meet regularly with Deputy Heads to ensure they are kept fully informed regarding individual pupil welfare and progress.</p> <p>Manage and proof-read all communication with parents, including end of term reports.</p>

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