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| **Job title:** | Key Stage 3 Manager |
| **Salary and Grade:** | Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus the appropriate TLR2A payment |
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| **Line Manager:** | The headteacher, members of Senior Leadership Team (SLT) the curriculum coordinator of the area and the governing body |
| **Supervisory Responsibility** | Teaching and Administration Teams within the curriculum area in conjunction with curriculum coordinator |

# Essential Requirements:

# Qualifications

1. Qualified teacher status or recognised equivalent.

# Experience – show evidence of

1. Experience of teaching across a variety of age ranges relevant to the post.
2. Recent experience of successfully co-ordinating or leading an initiative within the department.
3. Proficiency in data analysis and identifying trends in pupil progress

# Professional knowledge

# A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.

1. In depth knowledge of the curriculum/area as relevant to the TLR role being applied for.
2. Up to date knowledge of statutory regulations and guidance relating to the post.

# Professional skills

Can demonstrate the ability to:

1. Demonstrate consistently high quality teaching strategies.
2. Support and motivate both colleagues and pupils by leading through example.
3. Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).
4. Manage a team to successfully achieve agreed goals.
5. Develop and deliver effective professional development for staff as appropriate.
6. Be an effective team player who works collaboratively and effectively with others.
7. Analyse data to evaluate this TLR area for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement.
8. Contribute effectively to the work of the curriculum co-ordinator, headteacher and the senior leadership team.
9. Deal successfully with incidents that may include difficult situations and conflict resolution.

### Commitment

1. Demonstrate a commitment to:
   1. equalities
   2. promoting the school’s vision and ethos
   3. a high quality, stimulating learning environment
   4. relating positively to and showing respect for all members of the school and wider community
   5. ongoing relevant professional self-development
   6. safeguarding and child protection