



## Revised Middle Leadership Roles – Responsibility Outline

<b>Professional Development Coordinator</b>	<p>Work closely with the Heads of Primary and Secondary to:</p> <ul style="list-style-type: none"> <li>- Identify and prioritise the training needs of staff.</li> <li>- Support and encourage staff in their leadership of professional development sessions based on identified areas of strength in their own professional practice.</li> <li>- Design varied programmes of professional development to support staff in the fulfilment of their training needs.</li> <li>- Support the development of the Apprenticeship programme at IISM.</li> </ul>	Whole School
<b>Curriculum Coordinator</b>	<p>Work closely with the other curriculum coordinator(s) in order to:</p> <ul style="list-style-type: none"> <li>- Ensure that the school has a complete, coherent and progressive written curriculum that accurately reflects the values of the school and builds throughout the key stages to the development of our 'IISM Graduate' profile.</li> <li>- Facilitate the collaborative planning of the curriculum in order to achieve positive alignment within and between key stages.</li> <li>- Design and lead a regular curriculum review cycle.</li> </ul>	1xSEC; 1xPRI
<b>Learning and Progression Tracker</b>	<p>Work closely with the other Learning and Progression Tracker(s) in order to:</p> <ul style="list-style-type: none"> <li>- Utilise the available data (both quantitative and qualitative) to obtain an accurate understanding of each child's progress.</li> <li>- Communicate regularly with the Heads of Primary/Secondary and individual teachers in order to collaboratively plan appropriate interventions for those students.</li> <li>- Support the Professional Development Coordinator to identify areas of strength and areas for development in staff expertise in order to plan targeted and effective CPD.</li> </ul>	1xSEC; 1xPRI
<b>Assessment, Data and Reporting Coordinator</b>	<p>Work closely with the other Assessment, Data and Reporting Coordinator(s) in order to:</p> <ul style="list-style-type: none"> <li>- Gather together a broad range of qualitative and quantitative data through a variety of reliable mechanisms (eg. external assessment data, internal teacher, predicted grades, student voice).</li> <li>- Audit and establish a robust system to facilitate the effective and user-friendly collection of student data.</li> <li>- Use this data to support the work of the Learning and Progression Trackers and teachers in their design of necessary interventions for identified students.</li> <li>- Review and develop the reporting system across the whole school.</li> </ul>	1xSEC; 1xPRI
<b>Subject Development Lead (English)</b>	<p>Work closely with the other English Lead in order to:</p> <ul style="list-style-type: none"> <li>- Develop and implement a whole school reading and writing strategy.</li> <li>- Monitor and review the written, taught and assessed English curriculum, ensuring positive alignment and clear progression within and between key stages.</li> <li>- Closely monitor progress in phonics and literacy throughout the relevant key stages.</li> <li>- Plan and deliver regular targeted staff training opportunities.</li> <li>- Ensure that students have access to good quality books.</li> <li>- Coordinate extra-curricular events to support students' love of reading, writing and public speaking (speech-making, debating etc).</li> </ul>	1xSEC; 1xPRI

<b>Subject Development Lead (Science)</b>	<p>Work closely with the other Science Lead in order to:</p> <ul style="list-style-type: none"> <li>- Monitor and review the written, taught and assessed science curriculum, ensuring positive alignment and clear progression within and between key stages.</li> <li>- Closely monitor progress in science understanding throughout the relevant key stages.</li> <li>- Ensure that science teachers throughout the school have access to the required specialist equipment.</li> <li>- Plan and deliver regular targeted staff training opportunities.</li> <li>- Ensure that students have access to practical, hands-on science experiences to foster their passion for and abilities in science.</li> <li>- Coordinate extra-curricular events to support students' love of STEM subjects.</li> </ul>	1xSEC; 1xPRI
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