

St Giles School

Head of Middle Department (HMD)

Role Profile and Person Specification

October 2024

Job details

Salary: £34,514 to £46,001 – UPS will be considered (& TLR 2 maximum £7847.00 & SEN minimum allowance)

Hours: Minimum directed hours 32.5 hours per week plus as required

Contract type: Full Time

Reporting to: Headteacher, Deputy Headteacher or Assistant Headteacher

Responsible for: Line managing school staff as agreed with the Headteacher

ST GILES SCHOOL

Job Description

Job Title:	Head of Middle Department
School /Academy:	St Giles School £ TLR2 maximum £ 7,847 per annum
Salary:	
Hours:	Term time
Contract type:	Permanent and full time.
Location:	St Giles School
Reports to:	Head Teacher
Responsible for:	Middle School
Role Purpose and Role Dimensions:	<p>The Head of Middle school is a member of the Senior Leadership Team and the purpose is to have responsibility for safeguarding, teaching and learning, student progress, staff development, staff appraisal and staff well-being within this part of the school</p> <p>The Head of Middle School is responsible for providing professional leadership and management of relevant school staff to enhance their effectiveness.</p>

Commitment to Diversity:	As a member of the School Team the Head of Middle School will take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	Local Authority DCSF,QCA equivalent Other Schools
Key Internal Contacts:	Head Teacher and Senior Leadership Team Teaching staff Non-Teaching staff Administration Staff Medical and therapy staff Other Staff Parents/Carers Governors
Key Areas for Decision Making for Head of Middle School:	Teaching and learning Leading teaching in a class or ASD students Promotion of curriculum for ASD students Safeguarding Pupil progress Pastoral Care Staff development Staff well-being Staff appraisal Parents/carers well-being Management of budget Transition Oversight of curriculum area
Other Considerations:	Occasional evening work to support parents' evenings, School events and Governors meetings

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end in Middle School
- Monitoring progress towards the achievement of the school's aims and objectives
- With the Deputy Head teacher Leadership of the school's irresistible curriculum and timetabling in Middle School.
- Safeguarding lead for the school ensuring that safeguarding is everyone's responsibility with a particular focus on Middle School
- Contributing to staff well-being at all times for Middle School
- Day to day management of the middle school.

Management responsibility for teaching and learning support staff in the Middle Department.

Team Leader responsibilities for Performance Management for Middle School

To attend Leadership and Management Team meetings as required.

- Liaison with medical and therapy staff, parents and other key stakeholders for Middle school.
 - 65% teaching commitment in Middle Department.
 - Subject Leader of a Curriculum area.
 - Managing and developing Pastoral Care in the Upper Department.
 - Ordering resources and management of a Upper Department budget.
 - Cross phase transition responsibilities in school and with link schools.
- Building positive and effective working relationships with other professionals and stakeholders
- The Head of Middle School will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Head of Middle School will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Work in a multi-disciplinary way with education, medical, nursing and all other staff to nurture and support the development of all pupils.

Duties and responsibilities

School culture and behaviour

Under the direction of the Head teacher, the Head of Middle School will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Safeguarding

Under the direction of the headteacher, the Head of Middle School will:

- Be the school's Designated Safeguarding Lead (DSL) for Middle School
- Ensure that safeguarding is everyone's responsibility.
- Have oversight of attendance and liaison with EWO in relation to Middle School
- Have oversight of students educated off site in relation to Middle School
- Ensure that risk assessments are completed as required for staff and pupils in relation to Middle School
- Take responsibility working with the EVC for the safe planning and provision of trips and outings for Middle School

Teaching, curriculum and assessment

Under the direction of the headteacher, the Head of Middle School will for this part of the school will:

- Establish and sustain high-quality teaching across all subjects and phases,
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Manage Timetabling and appropriate allocation of PPA for staff in this area.

Human Resources

Under the direction of the head teacher, the Head of Middle school will for this part of the school have:

- Oversight of staff absence, cover and Return to Work systems and processes at the School.
- Oversight of appraisal and probation for all relevant staff.
- Day to day management of this part of the school.

- Participate in the recruitment processes for new staff in line with safer recruitment procedures for this part of the school

Additional and special educational needs (SEN) and disabilities

Under the direction of the head teacher, the Head of Middle School will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the head teacher, the Head of Middle School will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the head teacher, the Head of Middle School will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

Under the direction of the head teacher, the Head of Middle School will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

➤ To be agreed with the Headteacher in line with the school's needs

Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

Green Statement

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of professional development within the educational sector.
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience across a spectrum of schools (e.g. SEND and non SEND schools) with a focus on ASD students. • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Understanding of curriculum development for SEND pupils in line with learning needs
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Recognise the complexity of needs of SEND pupils and what is required to enable them to access an inspiring curriculum
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Commitment to building positive partnerships with a range of professionals and stakeholders

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 14.10.24

Next review date: 14.10.25

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____