WILLOW GROVE PRIMARY SCHOOL

Middle Leader

(Class Teacher with Additional Responsibilities)

Author: Headteacher, School Business Manager	**Date:** August 2026

Job Description

Job Title	Middle Leader / Class Teacher with Additional Responsibilities
Responsible to	Headteacher
Liasing with	Headteacher, School Business Manager, Senior Leadership Team, School Governors, teaching and support staff, Pastoral Team, Local Authority, parents/carers, external partners
Grade and Hours	**Main Payscale** Plus SEN1 Plus TLR2B
Conditions of Employment	The appointment is subject to references, enchanced DBS and medical clearance
Job Purpose	To work as a subject leader to a range of classes at Willow Grove Primary School To work with groups of pupils at Willow Grove Primary School and teach a range of subjects and skills in addition to their specialist subject(s) as required To fulfill the role of Digital Lead and Mathematics Lead, liaising with the Senior Leadership Team, School Business Manager and external partners To be a Deputy Designated Safeguarding Lead

The Headteacher and Governors at Willow Grove Primary School have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Headteacher and Governors at Willow Grove Primary School will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Purpose of the post

- To plan, implement and deliver an appropriate and adapted curriculum for all pupils in their class, leading on Mathematics, Computing and Digital,
- To contribute to and actively promote raising standards of pupil attainment,
- To promote the progression and well-being of every child,
- To undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document,
- To be a part of the Leadership Team and a Deputy Designated Safeguarding Lead.

Core Responsibilities

- **The post holder is required to fulfil the duties of a classroom teacher as described in the Job Description – Class Teacher**
- To work in line with the Teacher Standards,
- To teach pupils assigned to the teacher and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs,
- To effectively safeguard pupils in line with Keeping Children Safe in Education and Safeguarding policies,
- Role models the ethos and core values of the school,
- To lead and monitor the development of appropriate curriculum, resources, schemes of work, policies and teaching strategies within the school,
- To ensure the effective and efficient use of any staff that is supporting teaching and learning in the classroom,
- To teach pupils according to their educational needs,
- To adapt teaching methods according to pupil's EHC Plans and work closely with the EHC Co-ordinator to ensure pupil's needs are met every day,
- To implement and follow school policies and procedures as approved by the Governors and Leadership Team,
- To set targets for pupils based upon prior attainment,
- Provide a supportive learning environment where resources can be accessed appropriately by all pupils,
- To participate in the Teacher Appraisal process,
- To maintain good order and behaviour in the classroom in accordance with the school's Relationships Policy,
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school,
- To maintain an accurate attendance register,
- To alert the Head Teacher of any persistent or major problems being experienced by pupils and contribute towards a solution,
- To mark/give feedback on work set in school so that the pupils are informed how to improve,
- To assess record and report on the attendance, progress, development and attainment of pupils and keep such records as are required,
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development,

- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation,
- To work with officers of relevant outside agencies or bodies,
- To report and communicate with parents and carers on the development, progress and attainment of their children.

Additional Responsibilities

The post holder is also required to:

- Participate in whole school self-evaluation and the relevant sections of the OFSTED evaluation form by providing judgments and supporting evidence
- Contribute to school improvement planning, by identifying strengths and areas of weakness, and recommending appropriate action
- Contribute to the development of school policies, procedures and arrangements
- Support with annual whole school budget setting and reviews
- Assist with staff deployment and development throughout the school
- Use strategies to positively and productively involve parents/carers, the wider community, and the business community in the life of the school
- To fulfil the role of **Designated Digital Lead**, including:
    - Ensuring technology decisions are tied directly to whole-school strategy and needs
    - Responsible for creating, managing, and annually reviewing a minimum 2-year digital technology strategy that aligns with the school's overall development plan
    - Help colleagues embed digital technology to effectively support staff workflows and pupil learning outcome
    - Ensure digital technology and cyber incident responses are integrated into the school's disaster recovery and business continuity plans, tested and reviewed annually
    - Oversee that up-to-date registers are maintained e.g. contracts register, asset register
    - Collaborating with the School Business Manager, IT provider and other external partners
- To be a Deputy Designated Safeguarding Lead
- To be a nominated driver of the school's Minibus

All employees have a responsibility to

- Ensure any documentation produced is to a high standard and is in line with Willow Grove Primary School style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and date protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Undertake Health and Safety training on areas within the designated work area
- Participate in the Willow Grove Performance Management process.

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To support and promote the Willow Grove school values – **Be Safe, Be Kind, Be Positive**
- To represent the school at events as appropriate.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Headteacher.

SIGNATURES/ AUTHORISATION

I/We agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:	_____	Date	_____
Signed Headteacher:	_____	Date	_____
Signed Business Manager:	_____	Date	_____
Signed Job Holder:	_____	Date	_____
Print Name Job Holder:	_____	NI No	_____
School:	Willow Grove Primary School	DFE No	359 / 7018

Person Specification

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	Degree and Qualified Teacher Status Successful experience of teaching learners with SEND	Relevant Leadership Qualifications e.g. NPQ or shows commitment to work towards. Appropriate Special Educational Needs Qualification	**Application Form** **Interview** **Certificates** **References**
Experience	A high standard of classroom practice Successful experience in leading a department or Subject area, including: – Monitoring, evaluation and reporting – Data input, collection and analysis – Identifying priorities for improvement – Innovation, planning, driving and sustaining improvements – Leading and managing staff teams – Designing and delivering training – Liaising and working collaboratively with Senior Leaders, staff teams and external agencies Knowledge of the relevant phase: • Curriculum	Successful experience as a teacher in a Special School. Successful experience as a Designated Safeguarding Lead	**Application Form** **Interview** **References** **Task**

	• High-quality teaching and learning • Pedagogy • Assessment systems • Provision enabling environments • Transitions Evidence of appropriate Continuous Professional Development Awareness of current issues in education in general Awareness of current issues for SEND learners		
Knowledge/ Understanding	Ability to offer a range of subjects Outstanding assessment skills Self-evaluation skills Outstanding interpersonal skills		**Application Form** **Interview** **Task**
Personal Skills, Abilities and Competencies	Outstanding Communication skills Ability to think analytical Understanding of the importance of confidentiality Ethos aligns with school values of ***Be Safe, Be Kind, Be Positive***		**Application Form** **Interview** **References**
Legal Issues	Legally entitled to work in the UK		**Application Form** **Interview/ ID**