



## **Job Description: Senior Management Team Member**

**Job Title:** Member of the Senior Management Team

**Job Purpose:** To make strategic evaluations of teaching, learning, personnel, finance and premises issues as a supportive and well-motivated team member.

### **Duties:**

The SMT member will:

- contribute to establishing the core values of the team and their practical expression;
- contribute to management decisions on all aspects of policy, development and organisation;
- monitor and evaluate pupil achievement and attainment throughout the school and have the ability to demonstrate impact through the use of data;
- liaise with the MFA and MOE, when appropriate, to facilitate their overview of school management;
- assume responsibility for the management of the school in the absence of the Director
- lead by example as a teacher and as a manager;
- support subject leaders in the development and implementation of curricular initiatives;
- attend SMT meetings as required, and report back to staff when necessary;
- Lead on key areas of the curriculum.

### **PERSON SPECIFICATION**

Essential: Academic qualifications.

Desirable: Further leadership qualifications.

#### **Knowledge and Experience**

- Excellent classroom practitioner
- High level of ICT skills
- Excellent classroom organisation and behaviour management
- Clear understanding of a range of learning strategies to raise achievement for all pupils
- A thorough understanding of teaching and learning
- The ability to lead developments and shown impact through the use of data
- A willingness to lead a core subject
- Good knowledge of providing for children with special educational needs
- Experience of using data for monitoring, planning, target setting and improving learning
- Experience of leading a core subject
- Experience in monitoring and moderation of standards and the ability to provide meaningful feedback that continues to ensure pupil progress
- A strong commitment to continuing professional development skills and personal qualities
- Excellent inter personal, communication and organisational skills
- Demonstrate a willingness to become involved in the life of the school within the community
- Collaborative team worker whilst providing strategic direction to others
- The ability to establish good relationships with staff, pupils, parents, Governors and the wider community
- Evidence of commitment to activities outside of the school day. e.g. extra-curricular activities, etc.