

Middle Manager Job specification-September 2021 Salary - £26,000



FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ A childcare qualification at NVQ level 2 or 3 in early years or equivalent. 		<ul style="list-style-type: none"> ➤ Application Form ➤ Documentary Evidence
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ➤ To have a clear understanding of the Early Years / KS1 Curriculum and its application. ➤ Experience of working within a Foundation Stage classroom. ➤ To be able to develop and support a creative and personalised curriculum for younger pupils and values the role of exploration and creativity through play opportunities in the Early Years. ➤ Understanding of assessment and progress in the Early Years. ➤ To motivate, inspire and support pupils and staff ➤ An understanding of team work ➤ Experience of SEN with particular reference to autism and EHC plans, including writing and submitting documentation to local authorities as well as engagement in review meetings. ➤ Thorough knowledge and understanding of safeguarding children. 	<ul style="list-style-type: none"> ➤ A subject specialism in or experience of developing and delivering the early years and Key Stage 1 curriculum ➤ Experience of safeguarding from a management perspective eg DSL / network meetings 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
COMMUNICATION	<ul style="list-style-type: none"> ➤ The ability to communicate effectively in a verbal and written form to a range of audiences. ➤ Take on a keyworker role for one specific pupil and 		<ul style="list-style-type: none"> ➤ Application Form ➤ Interview

	maintain effective channels of communication with parents / carers as well,as other staff.		
SKILLS AND APTITUDES	<ul style="list-style-type: none"> ➤ The ability to effectively work with pupils across the primary age range. ➤ To be able to use effectively a variety of teaching and organisational styles and resources including IT. ➤ A willingness to work throughout the whole school ➤ To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development. ➤ Ability to set high standards and provide a role model for staff and pupils. ➤ Ability to deal sensitively with people and resolve conflicts. ➤ Ability to work with and deploy staff and resources effectively. ➤ Experience of working as part of a management team 	<ul style="list-style-type: none"> ➤ The ability to lead on and develop the early years curriculum 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview ➤ Specific Qualifications or experience
DISPOSITION	<ul style="list-style-type: none"> ➤ To be committed to raising the levels of achievement of children of all abilities ➤ Able to work as part of a team 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview

PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ A person who has the energy and commitment to support the Leadership team to provide an outstanding start for pupils. ➤ Displays warmth, care and sensitivity in dealing with children ➤ Open minded, self evaluative, flexible and adaptable to changing circumstances and new ideas ➤ Able to enthuse and reflect upon experience ➤ Willingness to be involved in the wider life of the school 		<ul style="list-style-type: none"> ➤ Interview ➤ References
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	<ul style="list-style-type: none"> ➤ Ability to prioritise ➤ Good interpersonal/communication skills ➤ Is a creative thinker, who strives to embed innovative practice and strategies to improve learning for pupils. ➤ Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times. ➤ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for the best we can 		
<p>SPECIAL REQUIREMENTS</p>	<ul style="list-style-type: none"> ➤ An Enhanced Criminal Records Bureau clearance is essential ➤ A good health and attendance record. ➤ A commitment to RDI, our guiding process, which underpins the whole school ethos 		<ul style="list-style-type: none"> ➤ Documentary Evidence