



## **Job Description – Class Teacher with TLR for Year Leadership**

### **Job Purpose**

To meet the requirements of:

- A teacher as set out in the School Teachers Pay and Conditions Document
- The Professional Standards for Teachers (available for reference from the head teacher)
- To lead a year group team.

TLR teachers play a critical role in the life of the school via:

- Being a role model for teaching and learning.
- Making a distinctive contribution to the raising of pupil standards through effective subject leadership
- Contributing effectively to the work of the wider school team
- Taking advantage of CPD opportunities and using the outcomes effectively to improve pupils' learning.

### **Duties and responsibilities – General.**

- Planning and preparing work for pupils assigned to him/her.
- Teaching, according to their educational needs, the pupils assigned to her/him including the setting and marking of work.
- To ensure that the registers are marked punctually and kept up to date as required by law. All absences should be accounted for and any problems or concerns reported to the Head Teacher.
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to him/her as per School Policy.
- Communicating and consulting with the parents of pupils he/she is assigned to teach.
- Participating in the arrangements for the appraisal of his/her performance.
- Participating in arrangements for his/her further training and professional development as a teacher as appropriate under Performance Management.
- Taking all reasonable steps in class and around the school environment to maintain good order and discipline among pupils and safeguarding their Health and Safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- Participating, as appropriate, in meetings at school which relate to the curriculum, administration or organisation of the school.

- Supervising pupils – before, during or after school sessions – in accordance with school policy.
- To be actively involved in and support the wider life of the school

#### Leadership of a year group:

- To have a clear vision for the leadership of your designated area
- To create relevant action plans and rigorously monitor for impact
- To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving the highest standards
- To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge through the application of extensive knowledge and well-informed understanding of assessment requirements and arrangements across the curriculum
- To regularly monitor and evaluate curriculum delivery (e.g. learning walks, work scrutiny, planning audits, resource audits, pupil views and data analysis) and produce reports and development plans for SLT
- To arrange for the purchase of appropriate resources to enable colleagues to teach the planned curriculum effectively
- To ensure resources are well organised, well maintained and accessible to colleagues
- To offer guidance, support and challenge to staff in developing their practice