

Teaching and Learning Responsibility (TLR2)

Job Description

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| **Job title:** | Class Teacher and Phase 3 Leader |
| **Area of accountability:**  **Grade:** | Teaching and learning responsibility for Y 7 & 8 phase  Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus the appropriate TLR2 (Lower) payment plus SEN spot |
| **School:** | John Chilton School |
| **Responsible to:** | The Headteacher, Deputy Headteachers and the Governing Board |
| **Supervisory responsibility:** | Y7 & 8 Teachers and Teaching Assistants. |

# Main purpose of the job:

* Take specific responsibility for the day-to-day management and organisation of teaching and learning, over-seeing therapies and interventions within Years 7 & 8 to ensure a high standard of provision for pupils including staffing, timetabling, room allocations, budget monitoring
* To lead and manage pupil development across the curriculum ensuring continuity in relation to whole school developments
* To be responsible for the pastoral care of pupils, dealing with incidents of behaviour and their well being, liaising with professionals and parents as appropriate

# Be an excellent classroom practioner

* Have an impact on educational progress beyond your assigned pupils,
* To analyse assessment data in Years 7 &8 and oversee arrangements and interventions for pupil progress in learning, behaviour and therapies
* Actively participate in whole school self-evaluation and school improvement planning
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers , attending regular SLT meetings
* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To lead transition into and out of Years 7 & 8

###### **Duties and responsibilities**

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document* and the school’s generic Teacher Job Description, the post holder receives a TLR2 for Leadership of Years 7 & 8.

**Leadership and management**

1. Support and implement the vision and ethos of the school
2. Be a member of the Senior Leadership Team (SLT) and attend meetings
3. Contribute to, implement and evaluate the success of School Improvement Plan relevant to your TLR area
4. Ensure that the work of the team is inclusive and issues are addressed by curriculum and or pastoral management
5. Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
6. Together with SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
7. As appropriate contribute to the writing of self-evaluation and policy documents
8. Manage effectively the transition of pupils to and from your phase and within it
9. Promote cross curricular approaches to teaching and learning
10. Be an effective role model for your team in terms of teaching, behaviour, classroom management, implementation of therapies and interventions
11. Liaise with the coordinator of SMSAs in the Secondary Department.
12. Liaise with key Alec Reed Academy staff on integration, inclusion, pastoral and organisational issues
13. Liaise with other professionals (including therapists) to meet the needs of the pupils in your phase
14. Act as a mentor for new staff and visitors within your phase

#### **Teaching and learning responsibility**

1. Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
2. Lead regular meetings relevant to your TLR area with appropriate colleagues
3. Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

### **Monitoring and assessment**

1. Monitor assessment arrangements within Years 7 & 8
2. Together with the SLT of the school, contribute to, monitor and review the impact and organisation of teaching, therapies and behaviour strategies for pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
3. Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

# Manage resources

1. Be responsible for the organisation, planning and evaluation of the school curriculum and pastoral programmes as relevant to your TLR area of responsibility
2. Manage, monitor and accurately account for any budget for your area.
3. Evaluate, organise and monitor the use of resources

# Staff development

# Act as a reviewer with the arrangements for the appraisal of all identified staff

1. Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
2. Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
3. Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

##### **Other**

1. Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher and Deputy Headteachers,

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of Headteacher** |  | **Date** | **/ /** |