

# Job Description - KS1/KS2 Teacher with TLR 2 Responsibility for English/Mathematics

DETAILS AND TIMELINE	
Role	KS1/KS2 Teacher with TLR 2 Responsibility for English/Mathematics
Contract Type:	Permanent
Full-Time Salary -	Teacher Pay Scale £37,870 - £56,154 with TLR 2
Number of Vacancies:	2
Closing Date:	16th March 2026
Start Date:	From September 2026

## Overall purpose of the post:

- You will be responsible to the headteacher to provide professional leadership in the subject which you lead.
- You will be expected to promote and support the progress of all children to achieve the highest possible standards in English/Mathematics.
- You will have an impact on educational progress beyond the assigned pupils you teach.
- To teach a class of primary pupils with regard to their educational, physical, emotional and social needs

## Main duties and responsibilities:

- To carry out professional duties as listed below, under the reasonable direction of the Headteacher.
- To carry out specific tasks as reasonably requested by the Headteacher from time to time.

## Duties specific to teachers with TLR 2 (English/Mathematics Leader)

- Developing teaching and learning across the English/Mathematics curriculum in order to raise attainment
- Setting the standards and achievement in English/Mathematics across the school
- Developing children's skills in English/Mathematics across the school
- Liaising with colleagues to ensure continuity and progression

- Evaluate resource needs and order appropriate resources, working within and monitoring the allocated budget for the subject.
- Ensure the effective and efficient management, organisation and maintenance of resources, including ICT software in the subject area.

## Teaching

- To deliver the school's curriculum, including the National Curriculum, literacy and numeracy frameworks and R.E., and to work in accordance with the school's aim, philosophy and policies.
- To plan and prepare lessons having regard to the curriculum of the school.
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.
- To mark work carried out by pupils in school. To set and mark work for pupils excluded from school or absent for a length of time.
- To use Assessment to inform future teaching and learning.

## Assessments and Reports

- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils.
- To communicate and consult with the parents of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose. Pastoral Care
- To promote the general progress and well-being of the pupils in the class assigned.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

## Discipline, Health and Safety

- To maintain discipline and encourage self-discipline amongst pupils and to be responsible for the behaviour and discipline of the pupils in your care.

- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere.

## Training and Development

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for further training and professional development as a teacher.
- To participate in arrangements for performance management and that of other teachers.
- To participate in induction and supervision arrangements.

## Education Methods

- To advise and co-operate with the Headteacher and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the curriculum.

## Staff Meetings

- To participate in school meetings which relate to curriculum or the administration or organisation of the school, including pastoral arrangements.

## Management and Administration

- To take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Teaching Assistants, parent helpers.
- To attend assemblies, register the attendance of pupils and to supervise pupils before, during and after school sessions if required.
- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers.

## Public Examinations

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such exams, recording and reporting assessments.

## Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
- When the teacher who is absent or otherwise not available has been so for three or more consecutive days.
- When it is known to the Governing Body that the teacher would be absent or otherwise not available for two or more working days before the absence commenced.
- With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the teacher may be required to provide cover.

## Working Time

- To be available for work for 195 days in any school year, specified by the Headteacher, of which 190 days shall be days on which you may be required to teach in addition to carrying out other duties.
- To be available to perform such duties at such times and such places as may be specified by the Headteacher and Head of School for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available.
- To be allowed a break of reasonable length either between school sessions or between the hours of 12pm and 2pm.
- To work such additional hours as may be needed to discharge effectively your professional duties, including, in particular, marking work, writing reports, preparation of lessons, teaching material and schemes of work.

## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the School Ethos values.

- Promote the School in the community.
- Work in partnership with all colleagues including the Governing Body.
- Follow the Code of Conduct for Employees at all times.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

Employees will be expected:

- to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- to work with and alongside other staff to ensure that the School provides the best possible outcomes for all children.
- to provide emergency back-up cover in the event of staff absence.

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Safeguarding Statement**

**Wessex Gardens Primary School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment.**

**We value and celebrate the cultural diversity of our school community and we seek to promote equality of opportunity for all applicants.**

**This post has a minimum requirement of two references, one of which must be your current or most recent employer.**

**The post is subject to an enhanced Disclosure and Barring Service check and medical checks.**

To apply for this role, please submit your application form by the closing date.

Visits to the school are welcome.

Please call 020 8455 9572 or email [head@wessexgardens.barnet.sch.uk](mailto:head@wessexgardens.barnet.sch.uk) to arrange a visit or speak with the Headteacher.

## Person Specification

Criteria	Qualities
Qualifications	Qualified Teacher Status
	Commitment to continuing professional development, evidence of relevant ongoing professional development; attendance on courses, INSET, action research, personal study etc
	Working towards or achieved English/Mathematics Specialist Teacher Programme
Knowledge/ Skills/ Experience	To have excellent teaching and learning practice with sound understanding and commitment to the National Curriculum
	Experience of leading a subject area/key phase or area in school.
	Teaching experience within the primary age range for at least 3 years over two different Key Stages.
	To be able to use ICT effectively as both a teaching and management tool
Leadership	An understanding of the importance of team-work.
	Displaying the potential to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.
	An ability to lead in the organisation and management of classroom resources.
Personal Qualities	An ability to work collaboratively and flexibly as part of a team, and job-share partnership to promote stability and well-being for the children and families
	A commitment to education, and to working in partnership with parents, carers and other adults and outside agencies.
	An ability to be adaptable and receptive to change.
	Excellent presentation and inter-personal skills
Communication	Excellent written and oral communication skills.
Organisation	Excellent organisational skills, time and task management skills.
	Ability to work under pressure and to deadlines.
Equal Opportunities	A commitment to implement the Council's Equal Opportunities Policy, an awareness of Equal Opportunities issues including an understanding of the implications of Equal Opportunities Policy and Practice for the management of children's learning and liaison with parents, carers and members of the public