



Job Description

Job title: TLR for English

Salary Range: TLR2a

Contract: Permanent

Line of Responsibility: Responsible to Head of School/Assistant Head

Direct staff reports: N/A

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

To work alongside the Head of School and Assistant Heads to share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

- To contribute to the improvement of teaching and learning of English across the Academy.
- Line management responsibility for the provision of the agreed Academy curriculum for the relevant learners to be taught, its schemes of work and the implementation of the Academy policies.
- To monitor and support the overall progress and development of learners.
- To provide well planned, full learning experiences and support for learners across the area of responsibility.
- To contribute to the Academy process of self-evaluation and development.
- The dissemination of information in relation to the area of responsibility to appropriate staff.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.
- The duties outlined in this job description are in addition to those covered out by a professional teacher and outlined in the latest School Teachers' Pay and Conditions Document. It may be modified by the Head of School with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Accountabilities:

The appointee will work within the school as a member of the teaching team.

The Head of School/Assistant Heads will hold the post holder to account.

Key responsibilities and activities:

- To assist in the development and implementation of policies, practices and the curriculum schemes of work which reflect the Academy's' commitment to high achievement and effective teaching and learning.
- To contribute to the improvement of teaching and learning across the Academy.
- To help to establish, with the involvement of relevant staff, long term plans for development which: -
 - Contribute to whole Academy aims, policies and practices.
 - Are understood by all those involved in putting the plans into practice.
 - Are clear about the action to be taken, timescales and criteria for success.
- To ensure effective development of learners through a well-structured curriculum.
- To monitor the progress made in achieving subject plans and targets, and use the analyses to guide further improvement in revised plans and reports.
- To provide necessary data and to use data effectively to identify learners needs and those who are underachieving within your responsibility, and where necessary, create and implement effective plans of action to support them.
- To analyse and interpret all appropriate evidence both in the Academy and from outside to inform, policies, practices, expectations, targets and teaching methods.
- To contribute to the Academy process of self-evaluation and development in the Improvement Plan.
- To have regard for your own professional development and to play a part in the general life and work of the Academy its meetings, training and events.
- To work with the Head of School, Assistant Heads and TLR's on issues of curriculum development or personal development of teaching and learning practice where issues are identified through planned observation in line with the Academy's monitoring programme.
- To lead and manage a team of staff, supporting and guiding them into providing an outstanding curriculum.
- To establish constructive working relationships among staff with whom you work, through team working relations and mutual support, evaluating practice and developing an acceptance of accountability.
- To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the Academy.

Leading, developing and enhancing the teaching practice of others

- Develop the role of teaching and support staff in promoting pupils' progress achievement and attainment across Key Stages.
- Help to co-ordinate CPD needs and opportunities across the Academy.
- Induct, support and monitor new staff and support staff needing extra support in the Academy.
- Develop principles and practices of effective teaching and learning
- Support Academy improvement strategies and the process of Academy self-evaluation
- Develop principles and practices of monitoring/assessment/evaluation
- Develop principles and practices of pupil management
- Utilise influencing/coaching/communication skills
- Working in/leading teams/partnerships to deliver improvements

- Undertaking processes and systems for quality assurance
- Disseminating principles and practices of effective leadership and management of change

Teaching and learning responsibility

- Lead by example with excellent classroom practice.
- Support and develop the teaching and learning of other teachers.
- Monitor and report on the work of class teachers.
- Liaise with teachers on the purchase and monitoring of curriculum resources and expenditure.
- Carry out teaching duties in accordance with the Academy's scheme of work and National Curriculum.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Work with teaching assistants and the SENCO.
- Set targets for pupils' attainment levels.
- Set work for pupils absent from the Academy.
- Demonstrate good practice in the teaching areas of responsibility.

Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Senior Leadership Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.
- Develop links with governors, LAs and neighbouring schools.
- Undertake professional duties that may be reasonably assigned by the Heads of School.

Role Model

- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst pupils and staff alike.
- Engage and motivate pupils and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of pupil learning.
- To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.
- To maintain discipline in accordance with the Academy procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To establish and implement Academy policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping.
- To ensure that information about learners' achievements in previous classes is used for valued further progress.
- To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.
- To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work.

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

TLR for English - Person specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Successful primary teaching experience • Evidence of leading 	<ul style="list-style-type: none"> • Recent and relevant teaching experience in KS1/KS2
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum, particularly in relation to English • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> • Experience of national assessments (e.g. EYFS, Phonics, Y4 Timetables, KS1 and KS2 SATS) • Evidence of continuous professional development and commitment to further professional development • Assessment and its implications for whole school assessment and measurement of pupil progress
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Approachable, Committed, • Empathetic, Enthusiastic, • Organised, Patient, Resourceful, • Team Player 	