

### Job Description and Person Specification

<b>Role</b>	Class Teacher with TLR (Teaching and Learning)
<b>Grade and Range:</b>	Main Pay Range, Points 2 - 6 / Upper Pay Range, Points 1 - 3, with TLR 2
<b>Department:</b>	Teaching
<b>Location:</b>	Alderman Pounder Infant and Nursery School, Eskdale Drive, Chilwell, Nottingham, NG9 5FN
<b>Accountable to:</b>	Head teacher
<b>Date last reviewed:</b>	Monday, 09 May 2022

#### Position Overview

The Teaching and Learning Lead is expected to undertake all the professional duties of a teacher (meeting the expectations set out in the Teachers' Standards), under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, and under the reasonable direction of the Head Teacher. In addition, the Teaching and Learning Lead will be expected to assist the Head Teacher and Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the Teaching and Learning Lead should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues, pupils and families.

#### Duties and responsibilities

##### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Champion and lead identified areas of the curriculum as directed by the Head Teacher
- Demonstrate best practice in teaching and learning, using engaging strategies to boost classroom engagement
- Show knowledge of the whole school curriculum, including latest requirements and developments
- Offer practical support to other teachers and staff within the school

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

- Use professional skills and judgements to provide strategic and practical leadership in teaching and learning
- Lead, manage and develop teaching and learning, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve the standard of teaching and learning across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Be proactive with their own research into most effective practices, showing up-to-date knowledge of developments
- Champion teaching and learning including actively seeking out best practice within the school, in other Trust schools and beyond where necessary

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning across the whole school is aligned with school ethos, the Trust T&L Expectations, identifying any areas for development and providing workable solutions
- Lead by example, with the highest professional and personal standards and classroom management
- Ensure that T&L remains high focus throughout the school through staff training, frequent Continuous Professional Learning (CPL) activities, briefings, informal conversations in shared areas etc.
- Liaise closely with the Headteacher in terms of actions and outcomes, including from Professional Learning Communities (PLCs)

#### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

#### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Actively participate in PLCs, disseminating best practice across the whole school

- Work alongside the Headteacher and SLT to implement an effective programme of CPL for all teaching staff
- Create bespoke support approaches for any identified members of staff

#### **Communication**

- Communicate effectively with colleagues, pupils, parents and carers

#### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues, including across the Trust

#### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

#### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

#### **General Duties**

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of the head teacher or your Line Manager which could include assisting in other areas of the school and Trust.

#### **Skills and Experience Required:**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Qualified teacher status	AF	
Degree	AF	
National Professional Qualification for Senior Leadership (or other NPQ)		AF
Other professional development in preparation for a leadership role		AF
<b>Experience</b>		
Successful teaching experience	AF	
Successful experience of leading in an area of the school (including subject leadership)	AF	
Experience of prioritising workload, time management and conflicting priorities	I	
<b>Behaviours</b>		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem solve as part of a team or working alone	I	
Confident at following through on tasks and resolving enquiries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively and develop good working relationships	I	
<b>Knowledge / Skills</b>		
Excellent verbal communication skills	I	
Excellent written communication skills	AF / AST	
Knowledge of the National Curriculum and EYFS	AF / AST / I	
Knowledge of effective teaching and learning strategies	AF / AST / I	
Ability to adapt teaching to meet the needs of all learners	AST / I	
Excellent planning and organisation skills	AST / I	



Knowledge of effective behaviour management strategies	AST / I	
High degree of attention to detail	AF / AST	
Good ICT skills, particularly ICT to support learning	AF / AST / I	
Experience of using school IT systems e.g. ScholarPack, CPOMS		AF
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values, and how they will/do align themselves	I	
Committed to own continuous professional learning	AF / I	
Committed to putting children's education first	I	
<b>Other</b>		
High expectation for children's attainment and progress	I	
Commitment to get stuck in with Partnership and Trust-wide activities	I	
Ability to travel to all Trust sites		I