**Team Leader Job Description**

**Team Leader Position**: Junior Department, Beaucroft School

**Reports to:** Deputy Headteacher (EYs)

**Responsible for:** All Teachers in Junior Department

A team leader is expected to assume all the duties associated with those set out for a teacher and in addition lead the Junior Department teaching team, being responsible for the learning programmes and pastoral care of all children in the team.

**Person Specification:**

1. Demonstrates the skills and ability to be an effective leader for the Junior Department.

2. To be an effective communicator and collaborator with other teachers, school leaders, parents and students.

3. To be a positive role model for other teachers in the team – sound curriculum knowledge, effective pedagogy, enthusiastic, motivated, innovative and a willingness to accept challenges in a positive manner.

4. A willingness to actively support Senior Leadership to implement the school’s vision.

5. To be able to promote the school appropriately within the wider community.

**Specific Responsibilities:**

1. Responsible for the day-to-day organisation and management of the Junior Department and Junior Department school events.

2. Maintain effective communication with School Leadership, Staff, Parents, Outside Providers and students regarding Junior Department events and programmes.

3. Co-ordination and leadership of team meetings and ensuring a copy of all meeting minutes are available for the Senior Leadership Team.

5. Ensure that Junior Department teachers meet school requirements for planning and that school policies are adhered to.

6. Ensure that all Junior Department teachers meet all school deadlines for assessments, data entry into BSquared, reporting, required documentation and class records (‘Teacher Tasks’).

7. Regularly meet with the Deputy Head (EYs) during release time.

8. Ensure that the Steps approach is embedded in the practice of all staff within the Junior Department.

9. Develop leaders within the team and identify and utilise teacher talent within the Team - delegating where applicable.

10. Monitor the progress of students in the Junior Department to ensure all students are making expected or accelerated progress (alongside Assessment Lead).

11. The ability to analyse class assessment data and ensure that each teacher within the Junior Department is delivering regular and quality literacy reading / writing / numeracy programmes that meet the learning needs of individual students.

12. Hold Performance Management meetings with Junior Department teachers, setting appropriate targets and monitoring progress throughout the year.

13. Induction of new staff members into the Junior Department and provision of guidance and support in implementing school-wide programmes.

14. To ensure that parents feel welcome, a part of the school community and have opportunities to understand how they can assist their children with their learning.

**Conclusion: ​**

The Junior Department Leader will take responsibility for all matters relating to the Junior Department including personnel, curriculum, student welfare, organisation, communication, home and school links and most importantly the achievement and wellbeing of their students.

**Team Leader Signature: Date:**

**Principal Signature: Date:**