## A picture containing drawing Description automatically generated

## TLR 2a

|  |  |
| --- | --- |
| **Whole school area of accountability:**  **Grade:** | Teaching and learning responsibility for a phase: **Key Stage One**  Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus the appropriate TLR2a payment |
| **School:** | Dormers Wells Infant & Junior Schools |
| **Responsible to:** | The headteacher, via line management by Deputy/Assistant Headteacher |
| **Supervisory responsibility:** | Teaching staff in the designated phase |

**Main purpose of the job:**

* Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
* Be an excellent classroom practitioner
* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times

**Duties and responsibilities**

In addition carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document*, the post holder receives a TLR2a for **Phase Leader of: Key Stage One (The phase may vary in future years)**

Teaching and learning responsibility

* Lead a phase across DWIS and DWJS
* Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
* Lead regular meetings relevant to your TLR area with appropriate colleagues
* Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range
* Lead a curriculum subject

Monitoring and assessment

* Contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area, including within the ‘working towards’ ability band
* Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning
* Advise and seek support from SLT regarding any concerns impeding you fulfilling your full TLR responsibilities

A picture containing drawing

Description automatically generated

Manage resources

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

Staff development

* Act as a reviewer with the arrangements for the appraisal of all identified staff
* 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
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure your keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

* 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 headteacher, and assistant headteachers
* Be a proactive and effective member of the leadership team
* Be an effective role model for your team in terms of teaching, behaviour and classroom management

Administrative responsibilities

1. Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children or families
2. Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the primary school

Additional responsibilities

* Take responsibility for safeguarding the welfare of all children you are responsible for or come in to contact with including reporting any child protection issues or concerns to the school’s Designated Safeguarding Lead.
* Comply with DWLT and school policies and contribute to their evaluation and development.
* Contribute to the overall ethos, aims, and work of DWLT and its schools.
* Keep abreast of current legislation and developments relating to your area of work.
* Proactively seek and participate in professional development, training and other learning activities.
* Participate in performance management processes.
* Be a positive role model.
* Attend and participate in team, department, school or DWLT meetings as appropriate.
* Actively contribute to the school and DWLT self-evaluation processes and development of future improvement plans.
* Carry out such particular duties as the Headteacher may reasonably direct from time to time.