



Greenwood Primary school - Phase Leader & Teaching and learning Responsibility (TLR2) Job Description

Job title:

Whole school area of accountability:

Grade:

School:

Responsible to:

Supervisory responsibility:

Year 1/2 Phase Leader & Read, Write, Inc lead
Teaching and learning responsibility for Y1/2 Phase Leader & RWI
TLR2 middle
Standard national scale in line with the current *School Teachers' Pay and Conditions* document plus the appropriate TLR2 payment
Greenwood Primary school
The headteacher, members of senior leadership team (SLT) and the governing body
The post holder is responsible for the Year 1/2 Phase

Main purpose of the job:

- To improve the quality of teaching and learning within the Phase and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum. To make strategic evaluations of personnel issues as a supportive and well motivated team member.
 - 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, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers
 - Part 2: In addition you are required to undertake the following responsibilities:-
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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 TLR2 for Year 1/2 Phase Leader & RWI lead.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments

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- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Be a strong advocate for change and champion school improvement.
- Convey a positive 'can do' attitude, motivate and inspire staff and present an 'united front' to secure successful outcomes of school initiatives.
- Plan, organise and chair meetings as appropriate in order to ensure school policies, and practices are being implemented.

Teaching and learning responsibility

- Lead the Year 1/2 Phase and RWI (Read, Write, Inc)
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR/Phase area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.
- Lead by example as a class teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through consistently good teaching.
- To be responsible to the Head teacher, Deputy Head and Assistant Head for co-ordinating the work of the Phase, supporting and advising where appropriate.
- Support subject leaders in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning in the Phase, in line with the school policy. This will include lesson observations, monitoring of short and medium term planning, work scrutiny and pupil voice in the Phase to ensure coverage, progression and a range of learning experiences.
- To liaise with other leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.
- Ensure Phase planning is effectively carried out and ensure pupils' individual needs are being met.
- To monitor the standards of behaviour and achievement within their year group and across the Key Stage to ensure continuity and progression.
- Set appropriate expectations for the Key Stage staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Responsibility for the Performance Appraisal of staff as directed by the headteacher.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, 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 Phase/TLR area
- Monitor standards including recorded work as relevant to your Phase/TLR area across the school including reviewing long and medium term planning

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Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your Phase/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 you 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 and assistant headteachers

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** / /

Signature of headteacher _____ **Date** / /