# Job Description: Team Leader

#### Updated May 2025

Job Title: Team Leader

Responsible to: Assistant Heads

Job Purpose: To ensure smooth running of a year group team on a day to day basis

 To ensure policies and school priorities are implemented consistently within the team

 To ensure the quality of learning and pupil progress within the team is good

 Preparation and Management of the Year Group Budget

This job description stands alongside the teacher and subject leaders’ job description.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## **Teaching and learning**

* Carry out the professional responsibilities of a teacher
* Be an exemplary classroom teacher, able to demonstrate good progress of the pupils that they teach
* Good understanding of excellent teaching and learning

## **Team Leadership**

## As part of the Middle Leadership Team

Strategic leadership:

* Promote the school’s vision, aims, culture and climate
* Contribute to the school’s self-review and development process
* Ensure that SDP priorities remain high on the agenda for the team
* Carry out performance management of teachers within the team
* Carry out pupil progress meetings and support teachers in the team to ensure that all pupils make sufficient progress
* Attend and contribute to weekly Team Leader meetings – admin and development sessions
* Oversee and strategically manage the team’s teaching assistant deployment and of volunteers
* Undertake any professional duties reasonably delegated by members of SLT

Day to day organisation:

* Develop a positive and cohesive team of teachers and teaching assistants
* Ensure good communication and smooth day to day running of the team
* Lead team meetings, sharing main outcomes with SLT
* Alongside other team leaders, lead weekly assemblies following the school’s assembly overview
* Manage pupil behaviour and well-being within the team, keeping both SLT and parents up to date with any concerns
* Oversee and lead the organisation of events and trips within the team, including risk assessments and communication with parents

Improving teaching, learning and pupil outcomes:

* Lead weekly planning meetings, ensuring that there is breadth and balance within the curriculum and that planning is tailored to the needs of pupils
* Lead whole school teaching and learning improvements within the team
* Work with the team to design and maintain an effective learning environment
* Working with SLT, monitor the quality of teaching and learning within the team
* Make effective use of a range of attainment and progress measures to further pupil outcomes
* Liaise with the SENCO to ensure that the needs of SEND pupils are being met across classes within the team