



## The Charles Dickens School

### Teaching and Learning Responsibilities

#### Job Description

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Name:**

**Job Description:** TLR 2 Lead Teacher (Head of Subject)

**Employed for:** Full Time

**Employment Duties:** as set out in the current School Teachers' Pay and Conditions document, having due regard to any policies of the LA, Governing Body or school.

**Professional Relationships:**

**Responsible To:** Assistant Head Teacher

**Responsible For:** Teachers

**Purpose:**

is responsible and accountable for raising standards of attainment and achievement within their curriculum area. Is responsible for the day to day academic progress of students in their curriculum area. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. Lead teachers play a lead role in promoting the Safeguarding policies and practices of the school to ensure that a culture of safeguarding is prevalent across all work of the school.

**Key Accountabilities:**

#### 1) Job Purpose and Key Accountabilities

Teachers receiving Teaching and Learning Responsibility payments provide professional leadership and management for their subject area and secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. They are accountable for significant, specified responsibilities focused on teaching and learning, that is not required of all classroom teachers.

(a) All staff are ultimately responsible to the Headteacher.

#### 2) Generic Accountabilities (teachers)

See classroom teacher Job Description. All teachers accessing a TLR must meet the National Standards for teachers.

**3) To promote safeguarding at all levels of the School as a key curriculum leader.** A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that Lead teachers will support the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

#### **Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them
- Contribute to the school safeguarding policy and review process
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your designated curriculum area and promote your curriculum as a vehicle to safeguard students.

#### **Managing referrals**

- Support the DSL / Lead Deputy DSL in any referrals made to Social services regarding students as appropriate.

#### **Working with staff and other agencies**

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform immediately the DSL/ Lead Deputy DSL of safeguarding issues.
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention

#### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

#### **Raise awareness**

- Ensure the school's child protection policies are known, understood and used appropriately
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Be alert to the specific needs of children in need within your curriculum area, those with special educational needs and young carers

- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

**All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

**4) All teachers accessing a TLR must meet the criteria for subject leadership as set out in the National Standards for Subject Leaders.**

**5) Post of Additional Accountabilities relating to the Teaching and Learning Responsibility.**

All curriculum leaders receiving a payment for Teaching and Learning Responsibilities must demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation, and specifically contribute to those strategies through their own leadership of teaching and learning  
KEY COMPETENCY: Impact and Influence
- Processes and systems for quality assurance within the subject areas; you will lead on monitoring, reviewing and evaluating your curriculum area with your appropriate line manager.
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- Principles and practices of effective leadership and management of change. You will act as a role-model for leadership and management of initiatives as directed by the Headteacher.
- Principles of curriculum planning and support the Senior Leadership Group by your own working practices.
- The application of ICT to learning, teaching and management of the subject area

- Financial planning and resource planning

**6) Impact on educational progress beyond your assigned pupils/students:**

- You must be able to secure the commitment of those you line manage/teach within your subject area, to clear aims and directives for your subject which will result in the highest standards of achievement in terms of pupil/student progress.  
KEY COMPETENCY: Drive for Improvement
- You are accountable for the standards of achievement of all those pupils/students in your curriculum area (and those targets set as a result of specialist status) not just those pupils/students which you are assigned to  
KEY COMPETENCY: Holding people accountable

**7) Leading, developing and enhancing the teaching practice of others:**

- You will act as a role-model for teaching and learning through quality assurance procedures, whole-school policies and practices, leading on staff training and development for whole school priorities in so far as they are appropriate to your curriculum area/whole school responsibility.  
KEY COMPETENCY: Passion for learning
- You should be able to think creatively and imaginatively to anticipate and solve problems and identify opportunities to enhance the quality of teaching practice of others.  
KEY COMPETENCY: Initiative
- You should devolve responsibilities and delegate tasks, as appropriate and seek advice and support when necessary.

**8) Accountability for leading, managing and developing your subject area**

- You should make informed use of current research, data on performance and inspection findings to set challenging targets for improvement in your subject area/whole school responsibility.
- You must communicate effectively with members of the Senior Leadership Team, other staff, pupils, parents, governors, external agencies and the wider community.
- Establish constructive relationships with staff, pupils, parents and governors, through team working and mutual support, motivating others and leading on CPD both of self and staff within your curriculum area.  
KEY COMPETENCY: Team working

**9) Efficient and effective deployment of staff and resources**

- Manage resources effectively and efficiently to achieve value for money.

- Advise the Headteacher on the deployment of staff to ensure the best use of subject, technical and other expertise
- Use accommodation to create effective and stimulating environment for teaching and learning of the curriculum area
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

### **10) Specific Duties for Lead Teacher (Head of Subject)**

- To take responsibility for your curriculum area to ensure high standards of teaching and learning.
- You will effectively monitor and track student academic progress for your curriculum area to ensure high standards are established and maintained, providing intervention strategies as appropriate.
- You will be responsible for developing and maintaining the schemes of work in line with school policy; providing stretch and challenge for all students and ensuring that it caters for the needs of all students. Links to additional cross curricular themes will be signposted as per school policy.
- You will be responsible for assessment within your curriculum area – assessment for learning, common summative assessments, moderation of work to ensure standardisation, and end of year exams. To use and distribute assessment information to guarantee learning opportunities which enable students within each key stage to make progress
- You will be responsible for providing on-line resources for parents and students to be accessed via the CDS Learning Gateway 24/7 as per school policy.
- You will be responsible for communicating student progress information in your curriculum area as appropriate to other staff such as the Heads of Year, Learning Mentors, Gifted and talented Coordinator, SENCO, SLT
- To provide a full analysis of student and teacher performance for the annual review of the standards of teaching and learning in the subject area and to provide evidence for the School Evaluation Form consistent with school policy
- You will be responsible for departmental self evaluation and improvement planning; you will write a Subject SEF, Subject Improvement Plan following school policy and share this with all members of your department.
- You will be responsible for the financial management of your curriculum area; set the annual budget and monitor expenditure regularly to ensure that money is used to ensure best value principles.
- You will be responsible for the quality of the subject reports and grade sheets in your curriculum area
- To contribute to the school aims by providing activities that enrich the curriculum and the students' experience of learning

- Take responsibility for your departmental colleagues professional development and use the outcomes to improve the teaching and pupils' learning across the whole department
- You will be responsible for the Performance Management of members of your department.
- You will take a leading role in promoting a culture of excellence and ensuring students abide by the Code of Conduct
- Make an active contribution to the policies and aspirations of the school.

**11) For TLR2 – line management responsibility for an allocated number of people**

- This will be four or less FTE teachers.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed: ..... Date: .....