

SALARY SCALE: Main Pay Scale + TLR2b + SEN allowance

JOB DESCRIPTION

1.0 JOB TITLE: Teacher Development Lead

2.0 JOB PURPOSE:

The TD lead will take lead responsibility for providing leadership and management of teacher development to ensure Mayfield School provides:

- A good quality of education for all learners
- Good quality, varied and robust continued professional development for teachers

3.0 DUTIES AND RESPONSIBILITIES

Strategic direction

Work with the leadership team to create a robust training and development programme for teachers

Ensure the smooth implementation of the teacher development programme

Collate feedback from participants and use this to aid future developments

Collate information to show evidence of the impact of the teacher development programme

Promote a secure understanding of the role of a teacher and the teachers' standards

Promote a secure understanding of the method and practice of teaching and of how children and young people learn

Develop and implement relevant strategies for teaching and learning for all subjects in line with our school's commitment to high-quality teaching and learning

Ensure the vision and values of the school, the commitment to inclusion and the universal rights of every child are the "golden thread"

Promote the curriculum intent at every opportunity

Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of all subjects

Work with the Associate Heads of School and other Curriculum Leads to ensure the curriculum intent is implemented effectively across the school, including for vulnerable groups and with consideration to their special educational needs and/or disabilities (SEND) and provision outlined within their EHCP.

Work alongside the leadership team, Trust leads and external improvement partners to identify areas for further development and address development needs to improve the overall quality of education

Liaise with colleagues across the Education Impact Academy Trust within subject groups on subject-related events, projects, activities & future development.

Leading and managing staff

Deliver high quality training for staff

Hold regular meetings with staff to keep them informed of any developments or changes

Keep accurate records in relation to teacher development

Meet relevant deadlines such as those set by ECT or ITT providers or those dictated by appraisal review cycles

Contribute to an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning

Provide support to staff regarding teaching and learning, resources, and planning across the curriculum

Have an excellent understanding how what high quality teaching and learning looks like and how this impacts pupil progress across the curriculum

Monitor teaching and learning for identified teachers through implementation of the quality assurance calendar (learning walks, lesson observations, planning and book reviews)

Provide feedback to staff based on quality assurance to identify training needs and provide continuing professional development (CPD)

Model excellent classroom practice with own class groups

Invite other teachers to see you teach in order to support teacher development

Co-plan and co-teach with teachers where necessary

Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Deputise for Associate Heads of School if and when required

Maintain professional boundaries and confidentiality in relation to staff and staff information

Teaching

(Teaching load will be reviewed on an annual basis based on the needs of the school)

Ensuring that the register is marked punctually and kept up to date as required by law

Planning and preparing work for pupils assigned to you

Setting cover work for absent teachers as appropriate

Teaching, according to the educational needs of the pupils assigned to you including the setting and marking of work carried out by those

Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.

Communicating and consulting, in accordance with guidelines, with parents of the pupils you are assigned to teach.

Participating in any arrangements within an agreed national framework for the appraisal of your performance

Reviewing from time to time your methods of teaching and programme of work

Participating in arrangements for your further training and professional development as a teacher as appropriate

Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised college activities elsewhere

Participating, as appropriate, in meetings at the school which relate to the curriculum administration or organisation of the school

Participating in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments

Teaching collaboratively with staff when and where appropriate

Promote community access / enrichment activities that will enhance the curriculum offer

Liaising with medical, paramedical and support services as appropriate

Meeting all aspects of the Teachers' standards

Other areas of responsibility

Initial Teacher Training

Oversee and own the integrity of Mayfield Schools ITT offer, working closely with associate partners to ensure high quality delivery, ensuring the context of the school with particular attention to SEND

Coordinate the delivery of ITT through a variety of routes and in doing so, demonstrate the ability to listen to and engage with all stakeholders including trainees, placement schools, mentors, tutors and those who provide our training programme(s).

Ensure the integrity of Mayfield School's ITT offer through regular review and quality assurance.

Demonstrate a strong understanding of national developments and research in teachers' and leaders' professional development

Gather and share feedback on based on primary research and in line with national developments.

Demonstrate an understanding of effective strategies to support teacher development

Analyse the progress of ITTs to ensure engagement, retention and progress towards QTS

Develop effective programme(s) for mentors

Early Career Teachers

Coordinate the delivery of the prescribed framework for ECTs and work with ECT delivery partners to ensure compliance

Adopt the role of ECT induction tutor and liaise regularly with ECTs to complete induction period

Devise and oversee the delivery of an ECT observation cycle that encompasses a range of observers, taking into consideration the bespoke needs of ECTs

Coordinate CPD for ECTs and mentors, in-house and externally

Write and submit termly reports for ECTs based on progress towards the Teachers' Standards, with input from ECT mentors

Register new ECTs at Mayfield School with the DfE

Quality assure and review mentor meetings to ensure alignment with framework

Safeguarding

Work in-line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

4 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR

- Responsible to the appropriate member of the school leadership team
- Responsible for the supervision of persons providing support in the classroom
- Responsible for the supervision and management of teaching assistants
- Responsible for the monitoring and quality assurance of allocated teachers

5 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers' conditions of

service.

6 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Executive Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

7 COMPLAINTS

If following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes