

### **Teacher with TLR**

**Reporting to:** Headteacher

#### **Responsible for:**

- Overseeing and coordinating the 'My World' Curriculum group (Whole School - Humanities Leader)
- Devise and refinement of the Humanities curriculum, including long term plans and small steps Curriculum Goals
- Quality assurance, analysis and scrutiny for the curriculum area, across sites and pathways.
- Contribution to the Embedding Formative Assessment programme.

**Grade: Main scale TLR £3214 Point 2 + SEN £2539.00**

#### **Full time permanent position**

You will provide professional leadership in the area identified above and you will be expected to promote and support the progress of all children and young people to achieve their individual targets.

The duties detailed below are in addition to those expected of a class teacher at your individual grade and are not intended to replace other such duties that may be required as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation, as well as within LA and school policies and guidelines.

#### **Main Purpose**

- To ensure that our young people receive their full entitlement of education by employing creative, individualised and appropriate specialist teaching methods.
- Contribute to the vision and ethos of the whole school.
- Have a general responsibility for the development of a school approach to your subject / school improvement area including the use of ICT
- Lead and develop your subject / school improvement area throughout the school – this includes coordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
- Monitor, review and evaluate your subject / school improvement area to ensure that it is being effectively delivered throughout school.
- Develop and maintain a whole school approach to your subject / school improvement area and its recording and assessment to ensure equal access for all pupils.
- Provide the Headteacher, Governors and/or other relevant staff with relevant subject, curriculum area or pupil performance information.
- Liaise with colleagues to contribute, implement and evaluate the success of the Self Evaluation Form and school improvement plan.
- Be an effective role model in terms of teaching and learning.

- Ensure policies are translated into practice and that you bring to the attention of SLT any which may need revisions or amendments.
- Take assemblies where appropriate.
- To assist in the smooth running of the school at all times, including supporting the SLT e.g. Chair and proof read Annual Reviews, Behaviour issues, staff cover and safeguarding.
- Support the SLT in ensuring that the curriculum is relevant and best meets the needs of our children and young people.

#### Key Duties and Responsibilities

- Lead, manage and develop a core subject curriculum area or school improvement project and be flexible in this role as school priorities change.
- To support the professional development of all staff with a particular focus on teaching and learning, with the support of the Assistant Head.
- Actively participate in whole school self-evaluation and school improvement planning.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To make effective use of all available information on pupils' individual needs and attainment to inform planning.
- To understand how comparative data can be used to set clear targets for achievement.
- To have a full working understanding of the Code of Practice and identification, assessment and support of children with special educational needs.
- Provide oral and written reports on individual progress to the Headteacher and parents where appropriate and necessary.
- To establish and maintain good working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- To evaluate your own teaching critically to improve effectiveness and to take responsibility for your own professional development.

#### Support for the School

- To keep up to date with new developments and strategies where appropriate.
- To identify and undertake professional development as identified by self in discussion with the Headteacher and through Performance Management Reviews.
- To participate in an appropriate programme of staff training and development.
- To use professional judgement to assess the level of each pupil and nature of opportunity for inclusion according to their needs and stage of development.
- To ensure appropriate interventions are taking place for identified children.
- Ensure up-to-date EHC action plans for the children in their class.
- Ensure EHC action plans target time is taking place weekly for each identified child and outcomes are recorded regularly.
- To help drive school improvement through involvement in current whole school initiatives.

- To be involved in the decision making and strategic planning of all aspects of school.
- To advise the Headteacher of any known concerns regarding health, safety and security.
- To undertake other areas of responsibilities as appropriate and agreed with the Headteacher.

*Duties outlined in this job description may be modified by the Headteacher, with the post holder's agreement, to reflect changes in the job, commensurate with the TLR Rate.*