

Job description for the TLR post: Team Leader

Introduction:

- This is a key post within the school and the successful candidate will be a part of the Senior Leadership Team and expected to have a whole school perspective.
- It is expected that the postholder will make a significant contribution to the leadership and management within the school and so impact on standards and progress across the school.
- Underpinning the structure in school is the principle of distributed leadership and alongside that, enhanced responsibility and accountability.
- It is expected that the postholder will play a key role in whole school monitoring and evaluation.
- It is expected that the postholder will be an active participant in continuing professional development both for self and others including ECTs, teachers and support staff.
- It is expected that the postholder will make a positive professional contribution to all aspects of school life, having a clear focus on pupils' progress, attainment and welfare.
- Please refer to the criteria for awarding a TLR as found in the current Pay & Conditions Document and Geoffrey Field Infant School Pay Policy.
- NCT will be available.

Skills: the ability to

- Lead
- Manage
- Communicate
- Coach & mentor
- Anticipate
- Solve problems
- Make decisions
- Monitor
- Evaluate
- Draw conclusions
- Plan & take action

Knowledge and understanding of:

- Characteristics of high quality teaching, learning and assessment
- Leadership & management
- Coaching & mentoring
- Knowing when to report and when to ask/ consult
- How to use data to impact on progress & attainment
- School Governance
- Personnel matters
- Budget management
- Statutory requirements
- The school's priorities, policies & values.

Attributes:

- Personal impact and presence
- Assertiveness
- High degree of personal motivation

- Adaptability to changing circumstances and new ideas
- Energy, vigour and perseverance (drive and determination)
- Resilience
- Self confidence
- Enthusiasm
- Professional and personal integrity
- Reliability
- Commitment
- Professionalism in all aspects of work
- Attention to detail

Roles & responsibilities:

Teaching: to maintain high standards of teaching & learning

Subject: to be arranged

Team: responsible for,

- Strategic leadership
- Quality of teaching and learning
- Curriculum planning
- Standards and progress (attainment and achievement)
- SEN register & pupil reviews
- Validating the referrals to the SENCo
- Pupil safety & welfare
- Data analysis & action planning
- Performance Management
- Leading & managing the subject leaders within the team
- Professional development of self and team members
- To tutor ECTs within the team
- Whole school & team monitoring & evaluation
- Timetabling
- Transition
- Internal cover arrangements
- Management of external staff such as supply teachers allocated to the team
- Budget planning; monitoring and evaluation for best value
- Keeping parents informed e.g. curriculum newsletters & other letters
- Parent liaison re concerns or queries
- Supporting and promoting pupil and parent participation and contribution
- Supporting and promoting healthy choices
- Delegating responsibilities and tasks
- Induction of new staff
- Input during Governing Body meetings
- Personnel – to have regard to team members' work life balance; being familiar with the Conditions of Service section in the current Pay & Conditions Document
- Implementing strategic objectives of the school
- Reporting to DHT and HT

Please note, this job description will be agreed with the postholder annually and reviewed annually. Therefore, the responsibilities may change each year.

The postholder is directly accountable to the Headteacher.

ZD February 2022

JD for Team Leader (TLR)