

JOB DESCRIPTION

**Job Title: Team Leader (TLR2b)**

**Responsible to: Headteacher/SLT**

The following TLR accountabilities are in addition to the Class Teacher job description.

**JOB PURPOSE:**

To take specific responsibility and accountability for the day to day management and organisation of your teaching and learning responsibility (TLR). The specific responsibilities will be discussed and agreed upon start of each academic year and are subject to change in line with the needs of the school.

**TLR Accountabilities (in addition to Class Teacher responsibilities)**

* Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression

# To be an excellent classroom practitioner who has an impact on educational progress of pupils beyond your assigned class group

* To assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Head Teacher, Deputy Head Teachers
* To lead manage and develop a subject or curriculum area
* Lead regular meetings relevant to your TLR area with appropriate colleagues
* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting
* Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
* Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
* To lead, develop and enhance the teaching practice of other staff
* To line manage and appraise identified teachers and support staff by monitoring performance and where appropriate holding staff to account
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Support and implement the vision and ethos of the school/Trust
* Ensure that the work of the team/whole school is inclusive
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the extended leadership team
* Be an effective role model for your team in terms of teaching, behaviour and classroom management
* Manage, monitor and accurately account for any budget for your area
* Evaluate, organise and monitor the use of resources
* Ensure you keep up to date with current developments and disseminate information as appropriate

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post

**Person Specification - Class teacher plus TLR**

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| JOB REQUIREMENTS | Essential | **Desirable** | **Method of Assessment****I/T/A\*** |
| Qualifications  |  |  |  |
| Appropriate degree qualification, Qualified Teacher Status, DfE number | ✓ |  | A |
| Additional post graduate qualification in SEND |  | ✓ | A |
| Experience |  |  |  |
| Experience of managing a team |  | ✓ | A/I |
| Leadership and Management experience  | ✓ |  | I/T |
| Outstanding Practitioner | ✓ |  | I/T |
| Experience of recording, tracking and monitoring progress of pupils within their class using appropriate systems including ICT. | ✓ |  | I/T |
| Experience of coaching and mentoring other staff  |  | ✓ | A/I |
| Experience of working within a school setting | ✓ |  | A/I |
| Experience of working with children and young people with a range of SEND |  | ✓ | A/I |
| Skills, knowledge and understanding |  |  |  |
| An understanding of current statutory requirements, educational developments and pedagogy to drive forward standards in teaching and learning  |  | ✓ | A/I |
| Understanding of the principles of effective teaching and learning to ensure all pupils reach their full potential. |  |  | A/I |
| An understanding of the SEND code of practice |  |  | A/I |
| Effective interpersonal, communication and presentation skills; both written and oral; including IT skills |  |  | A/I/T |
| An understanding of how to record, track and monitor progress of pupils within their class using appropriate systems including ICT. |  | ✓ | A/I |
| An understanding the stages of child development and the different characteristics of learning |  |  | A/I |
| To understand how to create and maintain a learning environment which matches pupils needs |  | ✓ | A/I |
| Understanding of and strong commitment to safeguarding and child protection |  |  | A/I |
| **Professional Attributes** |  |  |  |
| Ability to manage time well and work under pressure to deadlines |  |  | A/I |
| Ability to form and maintain appropriate professional relationships with pupils, parents and colleagues  |  |  | A/I |
| Demonstrate a positive attitude to learning and a commitment to in-service training and personal development |  |  | A/I/T |

\*I - Interview

T – Test/Presentation

A – Application Form