

St Michael with St John Church of England Primary School



Nurture, Inspire, Achieve!

Job Description – Team Leader/TLR

Our Vision

Guided by our Christian values, we strive to inspire and raise aspirations. We will nurture our children so they are equipped to overcome life's challenges and make a positive contribution to society. We endeavour to instill love and respect for one another, working together to create a happy school community.

With God all things are possible (Matthew 19:26)

POST: TEAM LEADER / TLR RESPONSIBILITY

GRADE: MPS + TLR 2.1

JOB OUTLINE

Under the direction of the Headteacher, and in addition to carrying out the professional duties of a teacher as set out in the Class Teacher Job Description, the current School Teachers' Pay and Conditions document and in accordance with the latest Teachers' Standards, Team Leaders will carry out TLR professional duties as described below and in accordance with the school's policies.

PART 1 - CLASS TEACHER RESPONSIBILITIES

1. CORE PURPOSE

- Teach in accordance with the vision, organisation and policies of the school as a fully committed member of the teaching team.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate.
- Monitor and support the overall progress and development of pupils as a teacher.
- Facilitate and encourage learning experiences which provide pupils with the opportunity to achieve their individual potential.
- Contribute to raising standards of pupil attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

2. SCHOOL'S VISION, VALUES AND ETHOS

- Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian vision, values and ethos of this Church school, securing these with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- Attend, take part in and lead acts of collective worship in accordance with the school's policy and to actively support links with St Michael with St John CE Primary School, the Church and Diocese.
- Implement the policy of the school on Religious Education in accordance with the trust deed.
- Ensure that pupils have a safe and caring environment both in school and on out of school activities.
- Foster good relationships with all members of the school and local community including parents.
- Promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- Celebrate the successes of the school and at every opportunity.
- Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- Perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

3. TEACHING

- Teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere as required.
- Ensure a high-quality learning experience for pupils.
- Ensure that you have greater depth understanding of the Key Stage curriculum in which you teach.
- Ensure that the relevant Key Stage curriculum is planned progressively and comprehensively.
- Assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Provide or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Prepare and update teaching and learning materials as required to ensure a quality learning experience for all pupils.
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.

- Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework.
- Mark, assess and give written/verbal feedback as required.
- Set appropriately targets for pupils in-line with school policy and procedure as required.

4. STAFFING

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the school's Appraisal process.
- Ensure the effective/efficient deployment of classroom support staff.
- Work as a member of a designated team and to contribute positively to effective working relations within the school.
- Stay up-to-date with changes and developments in the structure of the curriculum.

5. QUALITY ASSURANCE

- Contribute to the process of monitoring and evaluation of the curriculum in-line with agreed school procedures including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required.
- Review methods of teaching and programmes of work as requested.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

6. MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up to date information for Management Information Systems, registers, target setting, tracking data etc.
- Complete the relevant documentation to assist in the tracking of pupils,
- Track pupil progress and use information to inform teaching and learning.

7. SUBJECT / CURRICULUM LEADERSHIP (N/A FOR ECTs)

- Lead a specific curriculum area or areas by keeping up-to-date with current educational practice and implementing new initiatives in the school at the direction of the Senior Leadership Team.
- Ensure that the curriculum area is adequately resourced.
- Prepare an action plan and manage an allocated budget.
- Analyse attainment data / other data for the curriculum area and report back to the Senior Leadership Team with areas for development and strategies to address these.

8. COMMUNICATION

- Communicate effectively with the parents of pupils as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

9. MARKETING & LIAISON

- Take part in marketing and liaison activities such as Open Evenings/Days, Parents Evenings, Review Days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist subject leaders to identify resource needs for curriculum areas you teach and contribute to the efficient / effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, and the pupils.
- Organise the classroom and learning resources to create a positive and safe learning environment.

11. OTHER SPECIFIC DUTIES

- Play a full part in the life of the school community encouraging other staff and pupils to follow our ethos and vision. values and ethos at all times.
- Continue personal development as agreed.
- Adhere to safeguarding policies and procedures.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by the Headteacher not mentioned in the above.

12. EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

13. HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to safeguarding and child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

14. DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the school's and Blackburn with Darwen's pre-employment checks.

15. ADDITIONAL INFORMATION

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in appraisal and development as required by the schools' policies and practices.

PART 2 – TEAM LEADER (TLR) RESPONSIBILITIES

MAIN AREAS OF RESPONSIBILITY INCLUDE:

1. LEADING, DEVELOPING AND ENHANCING THE TEACHING PRACTICE OF OTHERS

- Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained in all areas of the curriculum.
- Lead a subject area/s across the school.
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
- To liaise with staff and parents to support positive well-being and good behaviour across the phase.
- To be a strategic and supportive member of the extended senior leadership team.
- Provide guidance to staff in marking and assessment for learning and standards expected.
- To support colleagues to create a stimulating and well organised environment for learning.
- To take an active role within the school's appraisal policy in addition to supporting and promoting continuous professional development to ensure effectiveness and development of all staff.

2. MANAGEMENT RESPONSIBILITY

- To ensure the smooth and effective running of the phase on a daily basis.
- Organise and hold regular phase meetings to ensure good communication, consistency in practice and good pupil progress,
- To promote the maintenance of a tidy, well ordered areas for the phase, which supports and reinforces learning, with high quality displays.
- Update teachers and support staff of changes to school policy and ensure they are implemented effectively.
- Liaise closely with staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.

- Liaise with staff to ensure smooth transition from between year groups / phases, including co-ordination of the 'handover' of relevant documents.
- Induct, support and monitor new staff within the phase.
- Support the Headteacher in the deployment of staff and support those staff in their duties.
- Ensure that supply staff in the phase are clear about their roles – including teaching, timetables, rotas, intervention and support, etc.
- Liaise with senior leaders to manage support staff teams within the phase and within your subject area with regards to intervention programmes and timetabling.

3. MONITORING AND EVALUATION

- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
- Provide feedback to teachers and support staff, and disseminate examples of excellent planning and teaching.
- Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.

4. OTHER

- Lead the phase team in ensuring effective communication with parents/carers, SLT, governors and the wider community.
- Attend and contribute to team meetings.
- Contribute to and provide evidence for the school Self-Evaluation Summary.
- Contribute and lead on specific areas of the School Development Plan.
- Lead in the creation and implementation of the school development plan and your subject action plan/s.
- Implement and develop key initiatives across the school as required.
- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.
- Lead on developing aspects of the school's website in relation to your role.
- Responsibility to develop staff rotas and timetables alongside other Team Leaders and leaders.

5. REVIEW OF DUTIES

- The postholder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the postholder.
- The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The postholder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.