**Job Description: Achievement Leader TLR2a**

**Responsible to: Academic Leader**

**SCHOOL LEADERSHIP**

To contribute to the wellbeing and development of the school as a Catholic Community by the care of pupils, guidance of teachers and by advising the Academic Leader and members of staff, where appropriate.

**LEADERSHIP OF STAFF**

1. To provide guidance to staff/NQT’s/trainees and assist in induction, as appropriate
2. To chair and plan effective meetings, as appropriate.
3. To assist the Academic Leader in developing outstanding teaching and learning in the key stage or year group/subject.
4. To devise effective strategies to monitor the progress of all year groups of pupils in the key stage, including disadvantaged, SEND, CIOC.
5. To encourage the development of staff in teaching and learning to assist the Academic Leader in developing career progression of staff by planning effective SDS and CPD opportunities.
6. To monitor the planning, marking and homework of staff within the key stage/year groups/subject and to carry out regular monitoring and work scrutiny.
7. To set work for absent staff as appropriate.
8. To deputise for the Academic Leader in his/her absence.

**CURRICULUM AND SYLLABUSES**

1. To plan schemes sharing agreed progress and planned assessment tasks.
2. To ensure the planned work shows progression and continuity in learning.
3. To actively promote new initiatives and ideas within the subject and to keep up to date with new national, and local initiatives.
4. To advise and liaise with the Academic Leader on the appropriate curriculum.
5. To assist the Academic Leader with examination administration.
6. To ensure that lessons are planned effectively and to monitor planning, marking and homework in the key stage/year groups/subject.

**PUPILS**

1. To liaise with Pastoral Leaders and parents regarding progress and behaviour in the key stage.
2. To develop cross curricular and extra-curricular activities.

**RESOURCES**

1. To advise the Academic Leader on resourcing for the key stage.
2. To advise and liaise with the Academic Leader on capitation.
3. To be proactive in researching new resources/IT and advise the Academic Leader on new learning opportunities.

**ORGANISATION**

1. To prepare effective meetings and to record minutes to be shared with the Academic Leader and SLT.
2. To attend meetings as a representative of the Academic Leader as appropriate.
3. To complete administration for examinations and attend examinations (as appropriate).

**PLANNING AND EVALUATION**

1. To review the teaching and learning styles within the key stage/subject area and advise the Academic Leader and develop and coach staff.
2. To observe lessons when required and report back to Academic Leader.
3. To liaise with the Academic Leader on development plans and the departmental SEF.

**ASSESSMENT AND EVALUATION**

1. To plan and oversee intervention in the key stage.
2. To track, evaluate and report to the Academic Leader on progress of pupils within the key stage and report regularly to the department.
3. Plan for outstanding progress in the key stage.

**OTHER SPECIFIC DUTIES**

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply from time to time, with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in this job description.