Job Description for Teaching and Learning Responsibility Tlr 1

Secondary School

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| **Name:** | **Starting Date:** January 2019 or earlier |
| **Salary Grade:** MPS/UPS + TLR 1 (£7699) + SEN Allowance | **Status of Post:** Secondary Middle Leader (TLR1) |
| **Responsible to:** Secondary Head Teacher | **Review Date:** Annually  |
| **Hours:** Full Time |

**Main Purpose of Job:**

Support the Head of Secondary in providing professional middle leadership for Oak Wood Secondary School, ensuring high quality education for all pupils. This is a crucial middle leadership role securing excellent teaching and learning in order to develop the practice of classroom staff so that the learning needs of all pupils are met. To provide training opportunities that raise standards in teaching and learning. To ensure high quality provision for all pupils that enables them to achieve their full potential.

* Outstanding classroom practitioner and enthusiastic leader
* Principal lead of teaching, learning and curriculum for Key Stage 3
* Support the development of teaching and learning at Key Stage 3 towards continuously raising standards for all pupils
* Line manage and appraise teachers and teaching assistants in Key Stage 3
* Effectively manage the induction and transition of pupils between Key Stages 2 and 3 and also between Key Stages 3 and 4 in collaboration with other key colleagues
* As appropriate contribute to school self-evaluation and termly reports to the Board of Trustees including attending governor meetings when required to
* Support the Behaviour Support Team and ensure that behaviour is proactively managed at Key Stage 3
* Ensure that policies are translated into practice by staff and that policies are reviewed in a timely manner.
* Oversee KS3 maths interventions
* Liaise with multi-agency teams to support the needs of individual pupils
* Lead literacy and/or numeracy development across the school
* Manage KS3 lunchtime activities
* Overview KS3 staffing and cover
* Oversee School Council and Pupil Voice
* Oversee SMSC and Fundamental British Values
* 0.4 – 0.6 teaching commitment as deemed by the Secondary Head Teacher

This job description covers the overall areas of responsibility within Key Stage 3, however further specific tasks and responsibilities may be determined through consultation and discussions with the school senior leadership team.

This job description may be amended at any time, following consultation between the Head Teacher of the Secondary school and member of staff and will be reviewed annually.

**Duties and Responsibilities**

* In addition to carrying out the duties of a class teacher as outlined in the current School Teachers’ Pay and Conditions Document the post holder receives a TLR 1 as a middle leader for Key Stage 3 and a SEN Allowance.
* To deputise for the Assistant Head Teacher when they are absent from school.
* To support the senior leadership team and represent Key Stage 3 as appropriate when required to report to the Board of Trustees

**Strategic Direction and Development of the School**

* Support the Secondary Head Teacher in promoting the vision and strategic direction of the Secondary school.
* Lead on areas of the School Development Plan linked to literacy and/or numeracy development and as agreed with the Secondary Head Teacher.
* Lead on maths interventions at Key Stage 3
* Review the impact on priority areas of improvement in Key Stage 3 and take appropriate actions
* Take a positive and active role in the Secondary school’s Middle Leadership Team (MLT) and work collaboratively across the Multi Academy Trust when appropriate.

**Teaching and Learning**

* Fully support the Head of Secondary to promote outstanding teaching and learning
* Actively contribute to curriculum developments
* Positively promote inclusion and through supporting staff to ensure that the curriculum and learning opportunities are differentiated to meet the needs of all pupils in Key Stage 3
* Ardently promote a total communication environment across Key Stage 3
* Assist the Secondary Head Teacher in supporting and monitoring teachers in order to raise standards
* Promote high standards of pupil behaviour.
* Undertake a teaching commitment and provide an outstanding professional model as classroom practitioner.
* Ensure that a high standard of education is maintained at all times for all pupils and that learning programmes are developed and kept under review.
* Be familiar with current theory and practice relating to pupils with special needs and support

staff development.

* Work in conjunction with the Secondary Head Teacher to ensure that the learning needs of all pupils are met, including a range of interventions as appropriate

**Leading and Managing Staff**

* In conjunction with the Secondary Head Teacher to hold staff to account for high quality teaching and learning within Key Stage 3
* Assist in the school’s Performance Management of classroom staff
* Contribute to CPD so that staff receive training that is appropriate to the current school priorities
* Support the Secondary Head Teacher in ensuring that all documentation is completed and handed in by the agreed date.
* When appropriate lead whole school INSET.
* Oversee personalised learning and transition arrangements
* Promote the Secondary School Council

**Accountability**

* Maintain a record of pupils’ progress and set targets accordingly to ensure the best possible outcomes for pupils
* Contribute towards Directors Termly Report

Professional Development

* To undertake a nationally recognised professional middle or senior leadership qualification

**Other**

Undertake other reasonable duties as may be requested by the Head of School

**While the majority of the responsibilities will relate specifically to the Secondary School there will be occasions for team activities related to whole school priorities across the Multi-Academy Trust.**



**Person Specification Oak Wood Schools Academy**

**Post Title:** Secondary Middle Leader TLR1

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | ✓ |  |
| Qualified Teacher Status  | ✓ |  |
| NPQML Qualification or willing to undertake this qualification |  | ✓ |
| **Experience** |  |  |
| Proven experience of using Secondary teaching methodology in mainstream or/and special education  | ✓ |  |
| Experience of leading whole school developments and initiatives | ✓ |  |
| Experience as a line manager and appraiser  |  | ✓ |
| **Professional Knowledge Skills and Understanding** |  |  |
| Commitment to safeguarding and promoting the welfare of all pupils | ✓ |  |
| Lead and inspire others through promotion of school values | ✓ |  |
| Updated knowledge and skills relating to best practice for Literacy  | ✓ |  |
| Monitor effectiveness of Key Stage, implement interventions and report to Directors | ✓ |  |
| Skills in adapting the National Curriculum to meet the needs of pupils in a special school | ✓ |  |
| Understanding of different SEND pedagogies: PMLD, ASD, SLD, MLD, Sensory needs etc. | ✓ |  |
| Knowledge of teaching communication, literacy and numeracy skills  | ✓ |  |
| An understanding of personalised curriculums to meet the complex needs of individual pupils  | ✓ |  |
| Understanding of and commitment to the school policies, in particular:* Participation and implementation of the School Behaviour Policy, Safeguarding, Code of Conduct and Whistleblowing
* Awareness of Health and Safety implementation in the work place
* Implementation of the Academy’s Equal Opportunities Policy
 | ✓ |  |
| Knowledge of effective strategies and interventions to include, and meet the needs of all pupils, in particular underachieving groups of pupils,  | ✓ |  |
| Skills writing and delivering effective Individual Learning Plans for pupils with SEN |  | ✓ |
| Knowledge of the different modes of communication used in the classroom such as Makaton, PECS, Objects of Reference etc.  |  | ✓ |
| **Professional Skills and Abilities** |  |  |
| Ability to take a leading role in raising standards in teaching and learning through leading initiatives/projects to support the development other teachers and teaching assistants  |  |  |
| A proven record of planning and continuously delivering inspirational lessons which enthuse and challenge pupils and raise attainment  | ✓ |  |
| Proficient ICT knowledge and skills to enhance learning and teaching and develop pupil’s communication skills | ✓ |  |
| Meticulous record keeping of pupil progress in order to effectively inform future learning | ✓ |  |
| A proven record of implementing effective assessment procedures and process including meticulous record keeping to inform future learning and impact on raising standards | ✓ |  |
| Work effectively with parents and external agencies | ✓ |  |
| **Personal Qualities** |  |  |
| Enthusiastic, creative and passionate leader who can effectively lead and also be a team player | ✓ |  |
| Have a passion for teaching and a commitment to making a difference | ✓ |  |
| Enjoys parental engagement and is committed to the benefits of closely forging links with parents/carers  | ✓ |  |
| Is passionate about delivering good quality teaching and learning and is inclusive in their approach ensuring that the needs of all pupils whatever their abilities are met  | ✓ |  |
| Is flexible in their approach and understands the importance of valuing and taking into account the opinions of others  | ✓ |  |
| Possess excellent communication skills both orally and in writing | ✓ |  |
| Ability to manage own work load effectively and support others towards ensuring a work life balance for all concerned | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge with other practitioners  | ✓ |  |
| Ability to practice equal opportunities in all aspects of the role and around the work place in line with policy | ✓ |  |
| Enthusiasm to develop own professional practice in order to keep up to date with the latest educational initiatives and to effectively deliver the requirements of this post | ✓ |  |

Secondary Middle Leader (TLR 1): Date:

Secondary Head Teacher: Date:

Executive Principal: Date:

