

Kingsbury High School: **TLR job descriptions, 2014-2017: September 2016 version**

<i>Role</i>	<i>TLR</i>	<i>Resp to</i>	<i>Resp for</i>	<i>Common to all teachers</i>	<i>Common to all TLRs</i>	<i>Specific to this post</i>
Teaching development leader	1d	Deputy Head Structures	ITT students	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Initial teacher training</li> <li>Schools Direct</li> <li>Teach First</li> <li>Supporting the teaching of colleagues and sharing good practice</li> <li>TLCs</li> <li>The school experience programme</li> <li>Bids to external agencies connected with this area of work</li> </ul>
Head of the Sixth Form	1d	Assistant Headteacher: Director of Post-16	Assistant Head of sixth; form tutors; year leader	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of managers of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Visible leadership to students in the stage, including assemblies</li> <li>Focus on the progress of students and their readiness for Higher Education</li> <li>Pastoral leadership</li> <li>Sixth form events</li> <li>UCAS</li> <li>Enrolment</li> </ul>

Head of Faculty of Student Development	1d	Headteacher	Postholders in Faculty	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of managers of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Care of staff within the faculty</li> <li>Pastoral leadership</li> <li>Child protection including Designated Senior Manager role</li> <li>Pastoral curriculum</li> <li>B4L</li> <li>Transition</li> <li>Liaison with agencies</li> </ul>
Head of Faculty	1d	Headteacher or Deputy Headteacher	Postholders and staff in Faculty	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of managers of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<p>Within the faculty:</p> <ul style="list-style-type: none"> <li>Care of staff</li> <li>Leadership, management and development</li> <li>Student progress and development</li> <li>The curriculum in the faculty</li> <li>Assessment, recording and reporting and data analysis</li> <li>Deployment of resources</li> <li>Develop and enhance the teaching of others</li> <li>Monitoring, evaluation and review</li> <li>Appraisal</li> </ul>
Head of e-systems for student development and learning	1d	Deputy Head Structures		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post</li> </ul>	<ul style="list-style-type: none"> <li>Developing and managing the school's VLE and associated functions such as e-stream</li> <li>Working alongside the Student Development</li> </ul>

				<ul style="list-style-type: none"> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Faculty to develop systems to provide support for behaviour management</li> <li>Working with foundation stage tutors and students to enable the recording of the Kingsbury Guarantee</li> <li>Developing classroom based systems to support learning</li> </ul>
Assistant Head of the Sixth Form	1b	Head of Sixth Form	Co-ordinator: debating and public speaking	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>The most able in the sixth form, including Oxbridge preparation and entry</li> <li>The EPQ</li> <li>Debating and public speaking</li> <li>UCAS</li> <li>Enrolment, in liaison with the Assistant Headteacher: Director of Post-16</li> </ul>
Stage Leader	1b	Head of Faculty	Form tutors; Year Leaders	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Visible leadership to students in the stage, including assemblies</li> <li>Focus on the progress of students and their readiness for the next stage</li> <li>Use the AHT Data's list of priority students to devise strategies to support them</li> <li>Carry out the strategies, liaising with parents and appropriate agencies</li> </ul>

						<ul style="list-style-type: none"> <li>• Work with the AHT for the stage to manage behaviour</li> <li>• Lead and support the Year Leaders</li> </ul>
School Sports Co-ordinator	1a	Head of PEEL	Staff in the partnership	<ul style="list-style-type: none"> <li>• Teachers' job description</li> <li>• To deliver the Kingsbury expectations of effective teaching</li> <li>• Teachers' standards, part 2</li> <li>• Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership &amp; management expectations for: Manager of people</li> <li>• The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the School Sports Partnership managed by Kingsbury High School</li> <li>• Report on and publicise the achievements of the partnership</li> <li>• Evaluate the work of the partnership annually</li> <li>• Deployment of resources</li> <li>• Develop and enhance the teaching of others</li> <li>• Appraisal</li> <li>• Support the Head of PEEL in the overall running of the faculty</li> </ul>
Associate Head of Faculty (Vocational Education)	2c	Assistant Headteacher	Teachers when teaching voc ed.	<ul style="list-style-type: none"> <li>• Teachers' job description</li> <li>• To deliver the Kingsbury expectations of effective teaching</li> <li>• Teachers' standards, part 2</li> <li>• Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership &amp; management expectations for: Manager of people</li> <li>• The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>• BTEC Quality nominee (see BTEC handbook for details)</li> <li>• Overall management of BTEC programmes</li> <li>• Encourage and promote good practice</li> <li>• Leader for one subject</li> </ul>

Associate Head of Faculty	2c	Head of Faculty	Staff in the subject or stage	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Manager of people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<p>Within part of the faculty:</p> <ul style="list-style-type: none"> <li>Care of staff</li> <li>Leadership, management and development</li> <li>Student progress and development</li> <li>The curriculum</li> <li>Assessment, recording and reporting and data analysis</li> <li>Deployment of resources</li> <li>Develop and enhance the teaching of others</li> <li>Monitoring, evaluation and review</li> <li>Appraisal</li> </ul>
Vocational leaders	2b	Head of Faculty	Teachers when teaching the subject	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<p>Within the vocational area:</p> <ul style="list-style-type: none"> <li>Act as Programme Leader (see BTEC handbook)</li> <li>Student progress and development</li> <li>The curriculum</li> <li>Assessment, recording and reporting and data analysis</li> <li>Deployment of resources</li> <li>Develop and enhance the teaching of others</li> <li>Monitoring, evaluation and review</li> <li>Appraisal</li> </ul>

Examination stage co-ordinator (Science)	2b	Head of Faculty	Teachers when teaching at the stage	<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<p>Within the stage:</p> <ul style="list-style-type: none"> <li>Monitor student progress</li> <li>Co-ordinate and determine appropriate examination entries for all students</li> <li>Coursework for core and additional Science so long as it remains for a minority of the cohort</li> <li>Assessment, recording and reporting and data analysis</li> <li>Monitoring, evaluation and review</li> <li>Appraisal</li> </ul>
Stage or subject co-ordinator	2a	Head of Faculty		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<p>Within the stage/subject:</p> <ul style="list-style-type: none"> <li>Management and development</li> <li>Student progress and development</li> <li>The curriculum</li> <li>Assessment, recording and reporting and data analysis</li> <li>Deployment of resources</li> <li>Develop and enhance the teaching of others</li> <li>Monitoring, evaluation and review</li> <li>Appraisal</li> </ul>

Co-ordinator for debating and public speaking	2a	Assistant Head of the Sixth Form		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Co-ordinate and develop debating and public speaking opportunities in the lower school</li> <li>Enter students for such competitive opportunities as may become available</li> <li>Contribute to the Nine Star clubs</li> <li>Assist with the development of oracy at the foundation stage</li> </ul>
Sixth form progression adviser	2a	Assistant Head of the Sixth Form		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Support with enrolment, particularly for pathway 2b</li> <li>Support with UCAS, particularly for pathway 2b</li> <li>Advice and guidance to students on preparation for apprenticeships</li> </ul>

Teaching and learning champion	3	Deputy Head Standards		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Devising and developing a project to raise standards in teaching and learning</li> <li>Leading, implementing and evaluating the project</li> <li>Sharing the outcomes with, and presenting them to, colleagues</li> <li>Modelling the school's approach to the development of teaching and learning</li> <li>Developing and enhancing the teaching of others</li> </ul>
Pupil Premium champion	3	Deputy Head Standards		<ul style="list-style-type: none"> <li>Teachers' job description</li> <li>To deliver the Kingsbury expectations of effective teaching</li> <li>Teachers' standards, part 2</li> <li>Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>Using data provided, in consultation with the Head of Faculty, to co-ordinate support and intervention for a target group of Pupil Premium students</li> <li>To work with colleagues to complete PLCs (personal learning checklists) to diagnose precise areas for intervention</li> <li>To focus, among others, on the most able Pupil Premium students in Year 7</li> <li>To work as a team with the Pupil Premium champions in other faculties</li> </ul>



Literacy champion	3	Deputy Head Standards		<ul style="list-style-type: none"> <li>• Teachers' job description</li> <li>• To deliver the Kingsbury expectations of effective teaching</li> <li>• Teachers' standards, part 2</li> <li>• Leadership and management expectations: teacher level</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership &amp; management expectations for: Promoted teaching post not managing people</li> <li>• The TLR aggregated responsibilities guide</li> </ul>	<ul style="list-style-type: none"> <li>• To oversee and develop the programmes adopted to improve literacy for Year 7 students who attract the Year 7 catch-up premium</li> <li>• To implement, monitor and develop the Lit Programme and Units of Sound</li> <li>• To develop literacy in other ways within the foundation stage (Years 7 &amp; 8)</li> <li>• Modelling the school's approach to the development of literacy</li> </ul>
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