

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

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

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

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

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

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

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

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

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