

JOB DESCRIPTION

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| Post: | Middle Leader/ TLR Post Holder |
| Salary: | TLR 2A |
| Reporting to: | Headteacher |
| Liaising with: | Senior Leadership Team, Subject Leaders, Year Leader, Class Teachers, Governors and other stakeholders |
| Main purpose of job: | To work with the Senior Leadership Team to lead, manage and develop a curriculum subject area, year group or school improvement priority and be flexible in this role as school priorities change |

School teachers' pay and conditions document 2014 and guidance on school teachers' pay and conditions (September 2014): Part 4 – Allowances and other payments for classroom teachers, Teaching and learning responsibility (TLR) payments

20.4 Before awarding any TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

At Winston Way we endeavour to maintain good work-life balance for our staff. Therefore, where possible, Leadership Time will be provided to assist staff in the completion of their TLR responsibilities, particularly where lesson observations are a necessity. However, staff should note that there is an expectation for them to fulfil their job description with or without this additional time. The process of allocation of Leadership Time will be fair and will give priority to the needs of the school at any time.

In addition carrying out the duties of a class teacher as outlined in the *School Teachers' Pay and Conditions Document*, the phase leader will be expected to carry out the following:

| Areas of responsibility | Accountability Statements |
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| All Middle Leaders | <ul style="list-style-type: none"> • To have an impact on the educational progress of pupils other than your own classes or groups. • Manage, monitor and account for any budget for your area. • Organise and monitor the use of resources • Lead and participate in staff training and development opportunities as appropriate • To be an outstanding classroom practitioner and be a model for the demonstration and application of all school policies and procedures • To communicate with staff as appropriate to ensure that important messages/ information is communicated in a manner that is clear, accurate and timely. • To contribute to the School Self Evaluation and School Development Plan. • To establish clear expectations and constructive working relationships with staff and |



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| | <p>pupils.</p> <ul style="list-style-type: none"> • To monitor the quality of learning and teaching within the year group/ subject and the impact of that learning and teaching. • To work with the SENCO/Inclusion Lead to ensure that provision and targets for pupils with SEND are matched to individual children's needs across the curriculum. • To ensure that the Senior Leadership are regularly updated and informed about the success/or otherwise of meeting objectives and targets • Attend line management meetings according to the school's monitoring cycle and provide information as requested by your line manager. • Build effective links with the local community, including business and industry, in order to develop the school/subject/issue • To be responsible for promoting and safeguarding the welfare of children and young people within the school • To attend or present to Senior Leadership or Governors' Meetings as appropriate. • To produce evidence of impact, enhancing teaching of others, leadership and progress towards the School Development Plan. |
| <p>Leaders of a Curriculum Area/ School Improvement Priority</p> | <ul style="list-style-type: none"> • To lead, manage and develop a subject or curriculum area that may be a Key Priority in the School Development Plan. This aspect might be subject to change depending on the identified school priorities. • Have a general responsibility for the development of a whole school approach to your subject/ school improvement area • Lead and develop your subject/ school improvement area throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice • Monitor, review and evaluate your subject/ school improvement area to ensure that it is being effectively delivered throughout the school • Develop and maintain a whole school approach to your subject/ school improvement area and its recording and assessment including the use of tests, to ensure equal access for all pupils • Provide the Headteacher and/or other relevant staff with relevant subject, curriculum area or pupil performance information • Be accountable to the Headteacher for all delegated curriculum and management tasks. • To provide a focus on teaching and learning through, training, support and advice to the school, all its staff and to inform the policies, schemes and codes of practice. To co-ordinate CPD needs and opportunities as appropriate. • Evaluate the impact of all improvement activities on the quality of teaching and learning |
| <p>Year Group Leaders</p> | <ul style="list-style-type: none"> • To lead and manage a year team in accordance with the school ethos, building and fostering year team identity through good practice and example. To establish and maintain tidy classrooms, corridors and communal areas within the year group. • To be responsible for the maintenance of good behaviour as outlined in the school behaviour policy and ensure consistency in its application. • To be responsible for the assessment and monitoring of children within the year group and the maintenance of their records. • To be responsible for the monitoring of the standard of pupils' work through year group moderation activities. • To ensure that class assemblies and in class reflections are of a high quality within the year group. • To be responsible for the effective day to day running of the year group including timetabling and management of supply teachers working within the year group. • To be responsible for the planning of trips and visits, ensuring that all visits and |



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| | <p>activities, whether on- or off-site, conform with Local Authority and school policies. This planning must include letters for parents and appropriate risk assessments which follow appropriate guidelines. To ensure that the school diary/annual planner is consulted before trips are booked in accordance with the school's Educational Visits Policy.</p> <ul style="list-style-type: none">• To ensure that NQT teachers are supported and monitored during their time in the year group.• To evaluate performance of year team using tools advised by the Senior Leadership Team – to identify weakness/strengths of the cohort and make any necessary adjustments to Provision Mapping.• To ensure parents and carers are informed about the curriculum and are given practical guidance on supporting their children. |
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /