

**Job Description  
TLR 2A**

**Responsible for: leading a subject/initiative/School Development Plan priority across the school**

**General**

The duties and responsibilities of teachers are as stated in the Schoolteachers' Pay and Conditions Document 2012. The following is a list of specific activities and responsibilities that the Leader will be required to carry out in addition to the general responsibilities of a class teacher.

This job description is not necessarily a comprehensive definition. It will be reviewed at least once each year and it may be subject to modification or amendment at any time in consultation with the member of staff.

**Key Purpose**

- To teach a class, ensuring high standards and outstanding progress.
- To lead and manage a subject/initiative/School Development Plan priority across the school (subject to change according to the needs of the School Development Plan)

**Specific Responsibilities**

1. To carry out teaching duties, as agreed with the Head Teacher.
2. To be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school and be professional at all times in line with Teacher Standards and Code of Conduct. To offer guidance and support to colleagues.
3. To assist the Senior Leadership Team in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement, attainment and enjoyment in the subject/initiative/SDP priority.
4. To take full responsibility for leading and managing the subject/initiative/SDP priority.
5. To lead on the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities in regard to the designated area.
6. In the designated area, as appropriate, to maintain an informed view of standards and of the quality of teaching, learning and assessment across the school by monitoring pupils' learning and teachers' planning and teaching through regular book looks, planning looks, assessment information, learning walks etc. To ensure all assessments are accurate and entered on the school's assessment package in line with Enfield Learning Trust assessment cycle and school deadlines.
7. To provide leadership and support for colleagues with regard to teaching. Learning and assessment, including:
  - a) Managing and planning delivery of the curriculum across the year group, including developing schemes of work and medium term plans;
  - b) Supporting staff in year group in developing their role, in particular in relation to raising standards;
  - c) Organising and delivering training;
  - d) Supporting staff in the use of assessment information to inform teaching and learning;
  - e) Mentoring, inducting and supporting newly qualified and staff including supply teachers;
  - f) Providing in-class support to staff, through demonstration lessons, team teaching, planning/feedback support, observations (formal and informal);
  - g) Analyse and interpret national, local and school data, together with research and inspection evidence, to inform policies, practice, expectations, targets and teaching strategies.

8. Carry out termly review of action plans and an annual review of policy statements and schemes of work.
9. Provide information and reports for the Senior Leadership Team, Local Governing Board, staff and parents when required
10. Promote and develop parental involvement and links with the wider community
11. Regularly audit resources to determine future need; oversee care of resources and equipment; re-order resources as necessary; allocate available resources with the best possible efficiency
12. Manage the budget allocation efficiently and effectively ensuring that the school has best value from that allocation
13. Keep up to date with developments through attending courses and meetings and liaison with other schools.