

## Kingsbury High School

### **TLRs: the aggregated responsibilities guide**

This document lists the kind of responsibilities typically expected from TLR postholders. It is to be used alongside the table of specific TLR responsibilities. Not all of these responsibilities will be relevant to every post.

- Liaison with members of the leadership team and other postholders, relevant staff with cross-school responsibilities, relevant support staff, parents and governors.
- Formulating aims, objectives and strategic plans that have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that the choice of syllabuses and the development of schemes of work by individual subject/curriculum areas are appropriate.
- To ensure that under-performance is investigated and that plans for improvement are developed, implemented and monitored.
- To ensure that good practice is shared within and between faculties.
- To ensure the implementation of school policies and procedures, e.g. Equalities, Health and Safety
- To ensure that Health and Safety policies and practices, including risk assessments, are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager.
- To liaise with the leadership team member responsible for teaching & learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme
- To keep abreast of curriculum development and initiatives at national, regional and local levels as they pertain to the faculty/area
- To ensure that accreditation with the relevant examination and validating bodies is maintained
- To ensure that cross curricular initiatives are developed
- To work with the Deputy Head (Structures) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of technicians and support staff.
- To undertake appraisal and to act as reviewer for a group of staff

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To act as a positive role model.
- To ensure the effective operation of quality control systems
- To ensure the maintenance of accurate and up-to-date information concerning the faculty/area on the school website.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance
- To provide the Governing Body with relevant information relating to the faculty/area's performance and development.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards and other relevant external bodies.
- To represent the faculty/area's views and interests.
- To contribute to school marketing activities, such as the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
- To actively promote the development of effective links with external agencies.
- To ensure that the available resources of space, staff, money and equipment are managed efficiently within the limits, guidelines and procedures laid down; including deploying a budget, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the timetable managers in order to ensure that the faculty/area's teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the behaviour management system is implemented within the faculty/area so that effective learning can take place.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.