**Job Description:** Teaching & Learning (TLR)

**Responsible to:** The SLT & Governing Body

**Responsible for:** Supporting the SLT in making progress against the

School Development Plan.

**Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

1. Inspire trust and confidence in pupils, colleagues and parents
2. Build team commitment with colleagues and in the classroom
3. Engage and motivate pupils
4. Demonstrate analytical thinking
5. Improve the quality of pupils’ learning
6. Contribute to and promote the learning priorities of the school action plan.
7. Contribute to the development and / or implementation of school policies
8. Have lead responsibility for an aspect of the school’s work and develop plans which identify clear targets and success criteria for its development and / or maintenance
9. Promote the wider aspirations and values of the school
10. In addition to the requirements of a class teacher and any other agreed responsibilities, the TLR post holder will be accountable for the following areas:

**A. Strategic direction and development of the School, in co-operation with, and under the direction of, the SLT.**

1. Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school;

2. Support the creation and implementation of the school action plan, especially as it relates to their role and take responsibility for appropriately delegated aspects of it;

3. Support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to their role;

4. Support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact on school;

5. Ensure that parents are well informed about the curriculum, targets, children’s progress and attainment in Key Stage 2.

6. Support the SLT in developing links with parents of children in the school.

**B. Teaching and Learning**

1. Support the SLT in determining, organising and implementing the curriculum, and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;

2. Be responsible for ensuring that improvements in personal and social behaviour, literacy and numeracy are priority targets for all pupils;

3. Support the SLT in establishing a learning environment that helps pupils develop

learning skills in order to learn more effectively become successful learners for life;

4. Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;

5. Be responsible for the pastoral care of pupils in a class, promoting self discipline and good behaviour at all times, in accordance with school policies;

6. Take responsibility for the development and monitoring of the curriculum provision

throughout Key Stage 2, liaising appropriately with the SLT, support staff and class

teachers;

7. Support the SLT in the monitoring of the quality of teaching and children’s

achievements across the key stage, including the analysis of performance data;

8. Take responsibility for assessment in their subject, ensuring that statutory and school requirements are fulfilled;

9. Collate assessment information, in conjunction with the Head teacher, and monitor the school’s performance in relation to local and national results and the school’s own targets.

**C. Leading and managing staff**

1. Support the SLT in developing positive working relationships with and between all pupils and all staff ;

2. Lead staff in development activities and evaluate outcomes;

3. Support the performance management process by acting as Middle Leader

and use the process to support staff in developing personal and professional effectiveness;

5. Ensure that the SLT and governors are well informed about policies, plans and

priorities, success in meeting objectives and targets, and any future development needs.

6. Ensure consistent implementation of school behaviour and discipline policy;

**D. Effective deployment of staff and resources**

1. Work with the SLT in establishing priorities for expenditure within the Key Stage, and in monitoring the effectiveness of spending and usage of resources.

**E. Transition**

1. Monitor and maintain effective transition arrangements for pupils transferring between year groups at the School, with a particular emphasis on the transfer between Year 2 and Year 3

2. Monitor and maintain effective transition arrangements for pupils transferring from Year 6 into Year 7.

**F. General**

1. Take on specific tasks related to the day to day administration and organisation of the Key Stage as requested by the SLT;

2. Take on any additional responsibilities within the key stage which might from time to time be determined;

3. Create and maintain positive and supportive relationships with staff, parents and

governors;

4. Engage with appropriate training opportunities to promote professional effectiveness in this.

Signed…………………………………………………… (Middle Leader) Date…………………………………..

Signed……………………………………………………….(Headteacher) Date…………………………………..