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JOB DESCRIPTION

Job Title: Teacher with responsibility for

* + - * A School Improvement Team
      * Foundation Stage (EYFS)
      * Multi-Professional Partnerships
      * Parent Partnership

Grade: MPS/UPS (1 SEN) TLR2b

Job Location: Sunningdale School

## Post Status:

This is a senior post within the school’s revised structure which carries with it membership of the Leadership Management Group (LMG). The postholder is accountable to the Headteacher

**Main purpose of job:**

* Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area.
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their differing learning and social needs.
* Ensure all pupil behaviour needs are met in line with school policy and guidance.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom.
* Contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.
* Implement agreed school policies and guidelines
* Participate in meetings which relate to school management, curriculum, administration or organisation.
* Ensure that the ‘Teacher Standard’s and conditions of employment are met.

**Duties and Responsibilities:**

In addition to carrying out the duties of a class teacher as outlined in the School Teachers’ Pay and Conditions Document the post holder receives a TLR 2(b) as outlined above.

**Leadership and Management:**

* Support and implement the vision and ethos of the school.
* Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area.
* Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management.
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments.
* Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement.
* As appropriate contribute to the writing of self-evaluation and policy documents
* Manage effectively the transition of pupils to and from your phase and within it
* Promote cross curricular approaches to teaching and learning.
* Be a proactive and effective member of the senior/middle leadership team.
* Be an effective role model for your team in terms of teaching, behaviour and classroom management.
* Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils’ learning.

**Teaching and Learning Responsibility**

* Lead a School Improvement Team and be a Mentor for a key stage within the school.
* Have overall responsibility and accountability for your TLR areas ensuring curriculum continuity, consistency, balance, match and progression.
* Lead regular meetings relevant to your TLR area with appropriate colleagues.
* Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.
* Ensure up to date knowledge of current developments in your TLR area and disseminate information as appropriate.
* Disseminate information to staff and provide INSET to promote staff development and improve practice.

**Monitoring and assessment**

* Monitor and evaluate assessment data across the school/subject with the SLT to identify trends in pupil performance and issues for development.
* With the support of the Senior leader responsible for data
* Define intervention strategies to address issues for development that are identified.
* Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
* Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives.
* Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives.
* Ensure that agreed pupil progress target levels within the school/subject are achieved or exceeded.
* Identify and promote innovative and effective teaching strategies in the school/subject to meet the needs of all pupils.

**Staff development:**

* Act as a reviewer with the arrangements for the appraisal of identified staff
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach.
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Disseminate examples of effective planning practice within the school/subject.
* Observe colleagues teaching (through performance management arrangements and/or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: C. Wright

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