



Teaching and Learning Job Description

Job Title : TLR
Responsible to : Headteacher and Deputy Head

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document. This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

Areas of Responsibility and Key Tasks

TLR Responsibility

- To lead, manage and develop a key area of school provision.
- To lead a School Improvement Planning Team in relation to the focused area of provision.
- To improve rates of pupil progress within the area in which they lead.
- To lead staff training in relation to their area of provision.
- To liaise with class teachers and other staff members to ensure high-quality provision for all learners.
- To use school data and tracking to highlight children who are underachieving.
- Analyse critically the implementation of developments to raise standards.
- To report regularly to the Headteacher and Governors on children's progress
- To lead and support moderation of work, both internally and externally, to the school.
- To be a member of the Senior Leadership Team and make contributions to the forward development of the school in all aspects.
- To lead a phase team and support staff to implement whole-school practice consistently.

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and
- encouraging good practice with regard to punctuality, behaviour,

- standards of work and homework
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - ii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Undertake assessment of students as requested by examination bodies, departmental and school procedures.
- Prepare and present informative reports to parents.

Role of pastoral class teacher

The pastoral element of class teaching is a key role of monitoring student progress and supporting all members of the class in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

- being aware of the strengths and needs of each student
- undertaking regular pupil reviews with each student, providing advice as necessary on strategies to develop key skills and achieve targets in all subjects
- monitoring and providing appropriate advice and guidance on individual pupil's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance
- promoting high standards of behaviour, appearance and attitudes to work within the group
- communicating effectively with staff and parents to achieve the targets set for the students
- promptly completing administrative tasks relating to the group

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities.

- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, governors and the wider school community.
- Take on any additional responsibilities which might from time to time be determined.

Curriculum Development

- Have responsibility to contribute towards school curriculum and develop plans which identify clear targets and success criteria for its development and / or maintenance.
- Contribute to the whole school's planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually