

JOB DESCRIPTION



Job Title: Phase and Pathway leader with additional whole school responsibilities

Responsible to: Headteacher/SLT

The following TLR accountabilities are in addition to the Class Teacher job description.

JOB PURPOSE:

To provide support and mentoring to teachers within your team and school, with the possibility of using this evidence based approach to inform the practice of others. To carry out the professional duties of a teacher and that of a postholder with TLR responsibilities as circumstances may require in accordance with the school's policies under the direction of the Headteacher.

TLR Accountabilities (in addition to Class Teacher responsibilities)

Within the team or area being led :-

- Track the progress of individual children in the cohort and intervene where pupils are not making progress.
- Identify underperformance of all pupils and take appropriate action to rectify. For example, supporting class teachers in year group.
- Monitor teaching and learning, to include:- observations, planning and pupil book study.
- Communicate achievements and results in Pupil Progress meetings, team meetings, moderation meetings, Parent consultations, Parent Information meetings, assemblies, weekly newsletters and website.

Within the curriculum area or whole school responsibility being led :-

- Support and coach staff within your school on the development of planning and differentiation, appropriate to the needs of specific groups of students and individuals in the subject or whole school responsibility being led.
- Embed new curriculum and assessment strategies in the subject or whole school responsibility being led, across the school.
- Support and coach with the development and implementation of the subject or whole school responsibility being led, across the school.
- Monitor the development and implementation of the subject or whole school responsibility being led, ensuring there is clear progression in skills and knowledge throughout the school.
- Be an effective ambassador for the school, lead by example and contribute to the broader ambitions for the future.
- Liaise and work closely with other leaders, both within School and across the Trust.

Team Leader

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Be aware of all documents produced during the time at the school remain the commercial documents of the school. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Person Specification - Class teacher plus TLR

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
Appropriate degree qualification, Qualified Teacher Status, DfE number	✓		A
Additional post graduate qualification in SEND		✓	A
Experience			
Experience of managing a team		✓	A/I
Leadership and Management experience	✓		I/T
Outstanding Practitioner	✓		I/T
Experience of recording, tracking and monitoring progress of pupils within their class using appropriate systems including ICT.	✓		I/T
Experience of coaching and mentoring other staff		✓	A/I
Experience of working within a school setting	✓		A/I
Experience of working with children and young people with a range of SEND		✓	A/I
Skills, knowledge and understanding			
An understanding of current statutory requirements, educational developments and pedagogy to drive forward standards in teaching and learning		✓	A/I
Understanding of the principles of effective teaching and learning to ensure all pupils reach their full potential.	✓		A/I
An understanding of the SEND code of practice	✓		A/I
Effective interpersonal, communication and presentation skills; both written and oral; including IT skills	✓		A/I/T
An understanding of how to record, track and monitor progress of pupils within their class using appropriate systems including ICT.		✓	A/I
An understanding the stages of child development and the different characteristics of learning	✓		A/I
To understand how to create and maintain a learning environment which matches pupils needs		✓	A/I
Understanding of and strong commitment to safeguarding and child protection	✓		A/I
Professional Attributes			

Ability to manage time well and work under pressure to deadlines	✓		A/I
Ability to form and maintain appropriate professional relationships with pupils, parents and colleagues	✓		A/I
Demonstrate a positive attitude to learning and a commitment to in-service training and personal development	✓		A/I/T

*I - Interview

T – Test/Presentation

A – Application Form