ST SIMON'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

POST: TLR 2A (PRIMARY AGE RANGE)

"Whatever you do, do it for the glory of God."

1 Corinthians 10.31

Main Purpose

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher and Deputy Headteacher

Duties and responsibilities

In addition to carrying out the duties of a class teacher, as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2a for curriculum and assessment responsibility for Key Stage Two.

The post holder will maintain and develop the Catholic character of the school.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Improvement Plan relevant to your TLR area
- Ensure that the work of the whole school 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

Teaching and learning responsibility

- Lead Key Stage Two.
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression.
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and promote teaching and learning activities appropriate to full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium-term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school strategies as relevant to your TLR area of responsibility.
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources.

Staff development

- Act as a reviewer with the arrangements for the appraisal of all 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.
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate.

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher or deputy head.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder ..... **Date** / /

Signature of headteacher ..... **Date** / /