**COALWAY COMMUNITY INFANT SCHOOL**

**SENIOR LEADER JOB DESCRIPTION (TLR responsibility)**

**Job title**: Teaching and Learning Senior Leader

**Responsible to**: The Headteacher

**Grade**: Mainscale Teacher plus Teaching and Learning Responsibility Point TLR2A

This position is awarded for undertaking a sustained additional responsibility as a member of the Senior Leadership Team, as outlined below. The duties include a significant responsibility that is not required of all classroom teachers and that:

* Is focussed on teaching and learning;
* Requires the exercise of a teacher’s professional skills and judgement;
* Requires the teacher to lead and manage pupil development across the curriculum;
* Has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils;
* Involves leading, developing and enhancing the teaching practice of other staff.

**Purpose of the Job**

* To be a leader of teaching and learning, supporting the Headteacher in improving the quality of teaching and learning across the school.
* To assist the Headteacher in monitoring and developing specific aspects of teaching and learning, including the Performance Management of colleagues, developing teaching expertise, the curriculum, assessment, pupil achievement, pupil care and well-being *(N.B. aspects listed to be shared amongst the SLT according to areas of expertise).*
* To take a strategic overview for the TLR area of responsibility and, in conjunction with the Headteacher, Senior Leadership Team and Governing Body, develop and monitor the school’s policy and overall provision for this area across the school.
* To ensure that the needs of pupils are identified and met and that they are supported to make good progress across the curriculum as well as personally, socially and emotionally.
* To provide professional guidance and support for staff in the area of TLR responsibility, in order to develop and secure high quality teaching and learning and improve standards of attainment and welfare for all pupils. To line manage and appraise identified staff as agreed.
* To be responsible for a class and carry out the duties of a class teacher as outlined in the current School Teachers’ Pay and Conditions Document, setting an example of outstanding practice as a classroom practitioner.
* To assist in the smooth running of the school at all times, including being responsible with the other TLR holder for the school in the absence of the Headteacher or Deputy Headteacher.

**Main Duties**

*Leadership and Management:*

* To assist the Headteacher and Senior Leaders in monitoring and developing particular aspects of teaching and learning (e.g. Performance Management, teaching expertise, planning and the curriculum, assessment, pupil achievement, pupil well-being) to establish and maintain the highest quality possible in teaching and learning throughout the school .
* To play a leading role in school self-evaluation practices and school development planning in conjunction with the Head teacher, senior leaders and the Governing Body. Contribute to the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement. Contribute to, implement and evaluate the success of the School Development Plan relevant to your TLR area.
* Contribute to the writing of self-evaluation and policy documents.
* Provide guidance and support for colleagues in implementing school improvement priorities, strategies, policies and schemes of work.
* Be a proactive member of the senior leadership team and an effective role model for colleagues in terms of teaching, behaviour and classroom management.
* Model and promote the vision and ethos of the school.

*Teaching and learning responsibility:*

* Lead a core subject/TLR area of teaching and learning /school priority area across the whole school.
* 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/or promote teaching and learning activities appropriate to the full age and ability range.

*Monitoring and assessment:*

* Together with the Headteacher and senior leadership team of the school, contribute to, monitor and regularly 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 and pupil voice 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 programmes 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 and be responsible for the appraisal of identified staff.
* Play a leading part in staff development and developing teaching expertise.
* 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 within your TLR area and disseminate information as appropriate.

**Provision of Leadership Time**

To fulfil the duties of this job description the TLR holder will be provided with dedicated non-contact time of up to one day per week to enable them to carry out the requirements of this leadership role.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.