



Job Description

Job title:	Class Teacher and Teaching and Learning Leader with Writing Leadership
Salary:	MPS/UPS with TRL 2.1
Hours per week:	Full time
School:	Beechwood Junior School
Responsible to:	The Headteacher, members of senior leadership team (SLT) and the school governance

Main purpose of the job:

- Secure high standards of progress and attainment for all pupils in the end of year outcomes
- Lead the year Team and ensure high expectations and aspirations for all pupils are met across the curriculum
- 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, deputy and assistant 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 TLR2 for leadership of Writing.

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 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 driving improvement
- 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 leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management



BEECHWOOD JUNIOR SCHOOL

Teaching and learning responsibility

- Lead on identified school priorities 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 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 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

- 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, deputy and assistant headteacher.
- It is an important feature that the Leader of Teaching and Learning / Maths Leader should be a positive, professional role model. It is equally important that they are able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.
- Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Leader of Teaching and Learning / Writing Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this Job Description.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Criminal Records Bureau (CRB) Enhanced Disclosure Certificate.