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JOB DESCRIPTION : TLR Job Description

Post Title: Teaching and Learning Responsibility

Reporting To: The Headteacher

Grade/Salary: TLR2b - £4527 (April 18)

Disclosure Level: Enhanced

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| Purpose of Job | <p>In addition to the duties of a main scale teacher, under the line management of the Deputy/Head Teacher, to be responsible for</p> <ul style="list-style-type: none"> • Raising standards of pupil attainment and achievement within the whole curriculum area and your team. • To develop and enhance the teaching practice of others. • To ensure that provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils throughout the school, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher of the school. • To be accountable for leading, managing and developing the curriculum area. • To effectively manage and deploy teaching and support staff, financial and physical resources within the curriculum area to support the delivery of the curriculum. |
| MAIN RESPONSIBILITIES | |
| Strategic Duties | <ul style="list-style-type: none"> • To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies. • To manage the effective deployment of staff and physical resources. |

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| | <ul style="list-style-type: none"> • To actively monitor and follow up pupil progress. • To implement school policies and procedures. • To develop policy and oversee its implementation, facilitating initiatives to develop the subject, including the school's involvement in national initiatives in the subject. • To work with colleagues to formulate the aims, objectives and strategic plans of the school. To ensure the planning activities reflect the needs of the pupils within the subject area. • Work with the Leadership Team to develop and implement strategies that result in the raising of achievement in this area for all groups of children. • To foster the use of ICT • To ensure that Health & Safety policies and practices, including risk assessments are implemented where appropriate. • Produce an Action Plan (including a time line) that integrates all the strategies to improve teaching and pupil achievement in the speciality and to ensure its implementation to time and to budget. |
| Staff Development | <ul style="list-style-type: none"> • Model good practice in this area. • Act as a consultant to staff in the speciality, advising on planning, resources, teaching strategies, assessment and record keeping. • Plan, arrange and run staff meetings with support where necessary, as arranged with the Leadership Team. • Take an active interest in professional development, keeping up to date with current developments in your subject. • To contribute to school procedures for lesson observation, and assist with the monitoring and audit of teaching throughout the school. |
| Curriculum | <ul style="list-style-type: none"> • To lead curriculum development for the whole school. • To keep up to date with national developments, teaching practices and methodology. • To work with advisors, Governors and parents in the interest of developing teaching and learning in the speciality. • To ensure that developments in the speciality are in line with national developments. • To establish the process of setting targets and to work towards their achievement. |
| Standards | <ul style="list-style-type: none"> • To ensure the maintenance of up to date and accurate information in the subject area. |

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| | <ul style="list-style-type: none"> • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports, and review progress. • To produce reports, including the use of value added data. • To manage the collection of data on the subject. • To ensure all members of staff are familiar with aims and objectives. • To ensure effective communications and consultation with parents and carers. • To liaise with other schools and other relevant external bodies. • To represent the views and interests of the subject area. |
| Resources | <ul style="list-style-type: none"> • To manage the available resources efficiently within the school's limits, guidelines and procedures, including the requisitioning, organising and maintaining of the equipment and stock, keeping appropriate records. |
| Other Specific Duties | <ul style="list-style-type: none"> • To continue professional development as agreed. • To engage actively in the performance review process • To undertake any other duty as specified by the Leadership Team not mentioned in the above. • To contribute substantially to the administration and management of the school, over and above teaching and curriculum areas, taking a broad view of the needs of the school as a whole. • To share responsibility for the management of order and discipline throughout the school both on a day-to-day basis and in determining overall strategies. • To take assemblies regularly. • To promote the development of an effective partnership with parents and the community. |
| <p>To attend for work reliably and punctually.</p> <p>To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.</p> <p>In carrying out the tasks in this job description you have a duty (under Health & Safety Legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do,</p> | |

or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for children.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff 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. Staff are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

This job description is current at the date given but in consultation, may be changed by the Leadership Team to reflect the changing needs of the school which are commensurate with the salary and job title.



Deptford Park Primary School **TLR Person Specification**

Post Title: Teaching and Learning Responsibility

Reporting To: Head Teacher

Grade/Salary: TLR2b

Disclosure Level: Enhanced

Note for the candidate

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interviewing process for the post. Those categories marked with an asterisk will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted; the asterisked requirements should therefore be fully addressed in any application.

Qualifications

The candidate must hold a recognised teaching qualification.

Experience

The candidate will be expected to have experience of;

- * Providing a successful learning environment in their classroom.
- * Taking initiative and responsibility
- * Helping other to develop as teachers in their key-stage team.
 - Successful and recent efforts to develop their own professional skills.

Knowledge and Understanding

The candidate will be expected to have reflected on their teaching experience and developed awareness through training and by reading. They will be expected to show knowledge and understanding of:

- * Good Primary practice
- * Recent thinking about how children learn
- * Equal Opportunity issues
- * One major area of the curriculum in depth

Skills and Abilities

The candidate will be expected to demonstrate the ability to:

- * Promote by example standards of excellence in Primary practice
- * Manage adults effectively and with openness and sensitivity
- * Manage both administration and their own time efficiently
- * Confront difficult issues promptly and energetically, but with the capacity to both listen and negotiate
- * Deal with children with warmth, care and understanding, and yet set clear and appropriate boundaries for behaviour
- * Work effectively in a team
- * Work in constructive partnership with others, if necessary subordinating their own views in pursuit of common goals
 - Use IT effectively
 - Rapidly gain new knowledge and skills

Commitments

The candidate will need to show commitment to:

- * Implementing the aims and values of the school
- * A view of education that has as its central focus raising achievement within a caring environment.
 - Their own development as a teacher.