



# Job Description

Name:

Role: **Acting Team Leader + Core Subject**

Salary Range: **MPS/UPS + TLR 2a**

Start: **September 2018**

Review Date: **July 2019**

## Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Lead teaching and learning as a Lead Teacher, working with teachers in your team to improve their practice through team teaching, modelling lessons and leading staff training.
- Actively promote the Academy's core values, and lead by example to inspire all staff, students, parents/carers and Governors.
- Work with the Core Leadership Team to promote the agreed vision of the STEP Academy Trust, taking a lead role in the promotion and delivery of the Academy's mission and values.
- Within your team, be responsible for tracking attainment and progress, line managing staff, supporting teachers in developing their practice and leading CPD staff meetings as appropriate.
- Work with the Core Leadership Team to implement policies and procedures ensuring the health and safety of pupils, staff, parents and members of the wider community.
- Be responsible for line managing teachers and support staff within your team.
- Undertake any professional duties that might be delegated by the Headteacher.
- Be prepared to take responsibility for an extra-curricular activity.

## Other duties

- Keep the Headteacher informed of issues arising / affecting the staff and wider Academy community.
- Act as team leader in the performance management of teachers and/or teaching assistants in accordance with the Academy Performance Management Policy.

## **Leading and developing others**

- *Generate an atmosphere of focus, drive and high expectations based on your own practice. Be a strong role model.*
- *Advise and support, and hold to account, teachers and support staff in your team.*
- *Ensure agreed structures and policies are observed by all members of the team.*
- *Assume responsibility for discipline within your team, meeting parents where appropriate.*
- *Coordinate and chair team weekly phase meetings (keeping minutes), and lead weekly planning meetings.*
- *Monitor planning on a regular basis to ensure it effectively meets the needs of the children.*
- *Regularly monitor marking and feedback in children's books, ensuring high expectations are maintained and school procedures are followed.*
- *Monitor and moderate the assessments of teachers in your team providing written and/or verbal feedback e.g. termly writing samples.*
- *Support teachers in the writing of SEN Passports and monitor children's progress towards achieving agreed targets.*
- *Agree and regularly review challenging pupil and class targets with teachers in your team.*
- *Coordinate formal assessments e.g. SATs, FS Profiles and Optional SATs; analyse and present data.*
- *Evaluate standards across the year group, assess progress and identify areas of weakness. Prepare written reports for the Governing Body when required.*
- *Provide good, clear information for parents.*
- *Oversee the organisation of class trips, journeys and productions, including risk assessments.*
- *Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and key points outlined.*
- *Proof read end of year reports within your team, ensuring high standards of written English.*

## **General**

- *Promote the agreed vision of STEP Academy Trust.*
- *Be committed to raising standards of achievement.*
- *Provide a safe, welcoming, organised, creative and interesting learning environment.*
- *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
- *Implement all the policies agreed by STEP Academy Trust.*
- *Maintain high expectations and insist the children always produce their best.*
- *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
- *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
- *Work collaboratively with colleagues in a team, setting high professional standards.*
- *Take an active part in the life of the school.*

**Evaluation, Assessment and Record Keeping**

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
- *Set regular ambitious yet achievable targets for the children.*

**Other Responsibilities**

- *Participate in scheduled meetings, including weekly staff and leadership team meetings.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*

**Curriculum Responsibilities**

- *Lead on a subject area, involving other staff where appropriate.*
- *Devise and implement an action plan for the current academic year, and a strategic 3 year plan.*
- *Evaluate the impact of actions at the end of the academic year.*
- *Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.*
- *Where appropriate, implement assessment and tracking procedures.*
- *Where appropriate, monitor standards of achievement in the designated area.*
- *Ensure issues of equal opportunities/access are addressed in the designated area.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_