



Chaucer Junior School

Job Description – Senior Leader (TLR)

The post is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's article of government.

The following is to be considered in addition to the duties of Class Teacher, as listed on the Class Teacher Job Description.

Areas of Responsibility and Key Tasks

Maths Lead

Lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies.

Actively monitor, follow up on and develop strategies to aid pupil progress and raise achievement for all groups of children.

Produce and maintain an Improvement Plan that summarises proposed actions and their impact, ensuring its implementation to time and to budget.

Act as a consultant to staff, advising on planning, resources, teaching strategies and assessment.

Take an active interest in professional development, keeping up to date with current practices and ensuring the maintenance of up to date and accurate information in the subject area.

Work with a variety of professionals and stakeholders in the interest of developing teaching and learning, liaising with other schools and other relevant external bodies.

Manage the available resources efficiently within the school's guidelines, including the requisitioning, recording, organising and maintaining of the equipment and stock.

Assessment Lead

Analyse and evaluate performance data provided, identifying and acting upon any arising issues and providing feedback to the rest of the Senior Leadership Team.

Produce specified reports, including the use of value-added data.

Manage the collection of data within specified timeframes and liaise with other staff in regards to this.

Additional Responsibilities

Proactively implement school policies, procedures, initiatives and strategies, consistently modelling good practice in all areas.

Contribute to the administration and management of the school, over and above teaching and curriculum areas, taking a broad view of its needs as a whole.

Share responsibility for the management of behaviour throughout the school, both on a day-to-day basis and in determining overall strategies, supervising reflection a minimum of once per week.

Engage in the monitoring process, supporting the development of other staff and contributing towards the consistent quality of teaching and learning across school.

Act as a mentor or induction tutor for any ECTs.

Engage proactively in the role of Senior Leader, attending meetings, contributing meaningfully and leading by example at all times.

Work with colleagues to formulate the school's aims, objectives and strategic plans.

Take scheduled assemblies on a regular basis and cover one-off assemblies where required.

Promote the development of an effective partnership with parents and the community.

Plan, arrange and run staff meetings, with support where necessary, as arranged with the headteacher.

Continue professional development as agreed and remain a reflective practitioner.

Engage actively in the appraisal process, both as a participant and a facilitator.

Undertake on any additional responsibilities or duties which might be determined by mutual agreement with the head teacher.

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, remaining commensurate with the salary and job title.