



Team Leader - Job Description

The post holder is:

- To carry out the duties of a class teacher as set out in the School Teachers' Pay and Conditions of Employment Act Guidance;
- To meet the Teacher's Standards;
- To be responsible for the learning, teaching and welfare of pupils across the team;
- To be accountable to the Headteacher

General responsibilities:

The functions and specific responsibilities outlined in this job description are to be undertaken in conjunction with the duties of a classroom teacher as defined by the latest School Teachers' Pay and Conditions Document. The following is not exhaustive and the Team Leader will be required to carry out such duties as may be reasonably directed by the Headteacher. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with salary and job title.

The Team Leader will:

- assist the Senior Leadership team in establishing and developing the school as a high achieving school through providing the highest standard of teaching and learning for all pupils of all abilities and educational needs;
- undertake the subject leadership of a subject and further whole school responsibilities as directed;
- assist in the development of a curriculum framework that meets the values, aims and purposes of relevant legislation;
- assist in formulating and developing school needs, priorities, policies and procedures ensuring these are communicated and consulted with staff within the phase as appropriate;
- assist with the day to day management of the school within the team.

Main Duties and Responsibilities

Across the team:

- To ensure systems and routines are properly defined to guarantee the smooth day to day running of the school.
- Ensure that all school policies are fairly and consistently applied and to secure their compliance and monitor, review and evaluate their impact, within the team.
- Generate a culture of ownership throughout the team resulting in clear roles and responsibilities.
- Act as a role model of best practice and a driving force to raise standards in the quality of teaching. Be an effective and reflective class teacher able to demonstrate and share good practice.
- To ensure year group planning and assessment is effective in moving all pupils on in their learning.
- Assist with setting and monitoring of professional standards in the work of all staff.

- To ensure the classrooms are creative, stimulating and well organised; and to guarantee the highest standards of work by all pupils in the year group.
- Review and develop strategies to improve pupil engagement, attitude and learning.
- Respond to behaviour referrals by staff promptly and investigate each one fairly in accordance with the schools behaviour policy.
- Assist with the pastoral oversight of all children, especially those with additional needs.
- To identify arrangements for short-term provision for pupils whose progress is cause for concern.
- Organise and deliver year group meetings which focus on improving the quality of teaching and learning across the team.
- To support colleagues experiencing difficulty, including generating short-term action plans with specific targets and to review their impact.
- Be the first contact, after class teachers for dealing with parental issues and complaints.
- Support the schools programme of extra curriculum activities.
- Provide information to pupils and parents about attainment and progress.
- To actively promote good relationships with staff, parents/carers, the local community and other associated external agencies.
- Develop effective liaison between year groups to ensure that there is good continuity in terms of support and progression in learning.

This job description will automatically be reviewed annually and may be amended at any time during the year after discussion with the member of staff.