

Dorrington Academy



“TOGETHER WE ARE STRONGER”

Teaching and Learning Responsibility (TLR)

Job Description & Person Specification

Dorrington Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: TLR 2 - £3,527 to £5,572

Contract type: Full-time, permanent

Reporting to: Headteacher / Designated SLT Member

Main purpose

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of their TLR area
- Manage and organise identified staff
- Assist in the smooth running of the school at all times

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice, using engaging strategies to boost classroom engagement
- Show knowledge of whole curriculum, including latest requirements and developments
- Lead by example, with highest professional and personal standards, and classroom management
- Offer statistic and practical support to classroom teachers and staff within your area of responsibility

Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in assigned TLR area
- Lead, manage and develop assigned TLR area, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within assigned TLR area across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Provide strategic leadership, showing up-to-date knowledge of sector trends and developments
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required

- Provide line management for teachers within your assigned TLR area, providing feedback and additional support as needed
- Be the voice for your assigned TLR area, ensuring classroom teachers' experiences and opinions are represented within the school, including dealing with any issues on a day-to-day basis

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within your assigned TLR area is aligned with school ethos, identifying any procedural issues and providing workable solutions
- Lead by example, with the highest professional and personal standards and classroom management
- Provide leadership and ensure whole school values are represented and understood

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within your assigned TLR, sharing ways to improve teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments

Communication

- Communicate effectively and promote the development of effective partnership with with pupils, colleagues, parents, carers and the community
- Promote the practice of Unconditional Positive Regard at all times with pupils, colleagues, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop, maintain and promote effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise staff as appropriate to your assigned TLR
- Contribute to the professional development of other teachers and support staff

The teacher will be required to

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Other areas of responsibility

- Safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct
- 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

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Successful teaching experience ➤ Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of legislation and guidance on curriculum requirements ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Knowledge of effective teaching and learning strategies ➤ A good understanding of how children learn ➤ Ability to adapt teaching to meet pupils' needs ➤ Ability to build effective working relationships with pupils ➤ Knowledge of guidance and requirements around safeguarding children ➤ Knowledge of effective behaviour management strategies ➤ Good IT skills ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality

Notes:

This job description may be amended at any time in consultation with the postholder.

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.

Last review date: September 2025

Next review date: September 2026

Postholder's signature: _____

Date: _____