



JOB DESCRIPTION SOCIAL SCIENCES

TEAM LEADER

Job Purpose: To provide professional leadership of a curriculum area:

- securing high quality teaching and learning
- monitoring and supporting student progress
- raising standards of student attainment and achievement
- developing and enhancing the teaching practice of others and helping staff achieve constructive working relationships with students
- managing and deploying teaching and support staff and financial and physical resources

Main Duties and Responsibilities:

1. To monitor and lead action to improve the quality of Teaching and Learning and student progress within the curriculum.
2. To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies throughout the curriculum.
3. To analyse and interpret performance data and to monitor and evaluate performance throughout the curriculum; to inform policies, practices and teaching methods; and to engage in appropriate target-setting.
4. To lead the production of Team Development Plans in line with the School Development Plan and to monitor progress towards the goals set.
5. To undertake Performance Management Reviews and to act as the reviewer for a group of staff within the curriculum area.
6. To lead the development of effective subject links with partner schools and the wider community.
7. To participate in the recruitment process for teaching and support staff posts when required and to ensure the effective induction of new staff in line with school procedures.
8. To establish resources for the curriculum and to advise on the deployment of staff to ensure the best use of expertise.
9. To ensure the effective management of resources and accommodation and to create an effective and stimulating environment for teaching and learning throughout the curriculum area.
10. To ensure that Health and Safety policies and practices are in place and observed and, where appropriate, that risk assessments are carried out.
11. To liaise with the Examinations Officer in providing information, so that students are entered for appropriate



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VANDYKE UPPER SCHOOL

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examinations.

12. To ensure that appropriate arrangements are in place for classes when staff are absent.
13. To attend Team Leaders' meetings and other meetings as necessary and provide communication with the team.
14. To advise the Headteacher and Governing Board on professional matters as required.

EMPLOYEE:

LINE MANAGER

Signature:

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Date:

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Registered Office: Vandyke Upper School, Vandyke Road, Leighton Buzzard, Bedfordshire, LU7 3DY

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