

TLR Holder: Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

The following summarises the general responsibilities for the role.

1. Strategic Development and Self-Evaluation

- To support and develop the learning of students.
- Working with the Subject Leader to,
 - develop programmes of study and schemes of work designed to maximise student achievement and motivation
 - analyse and interpret school, local and national performance data, research and inspection outcomes to inform policy development, practices, expectations and teaching methods
 - participate in the department's programme of formal self-evaluation according to the whole-school schedule, with the Subject Leader and LT line manager

2. Student Achievement

- Support the Subject Leader in
 - Ensuring that all students have attainment targets as required by the whole-school target-setting policy
 - Ensuring that effective monitoring and tracking of student progress towards their targets is carried out, according to whole-school policy
 - Ensuring that all staff within the department have targets for the achievement of their teaching groups and that effective strategies are in place to support them in meeting these targets
- Working with the Subject Leader, use data effectively to identify students or groups of students who are underachieving and where appropriate create and implement actions to address the causes of underachievement
- Report regularly at department meetings on the progress of students and groups of students towards their targets, as requested by the Subject Leader

3. Leading and Managing Teachers and their Teaching

- Working in liaison with the whole-school Research into Teaching and Learning Group, disseminate good practice in teaching and learning.
- Participate in line management and performance management of members of department as agreed with the Subject Leader
- Support the Subject Leader in the implementation of agreed strategies to raise standards of teaching and learning

- Play a leading role in the moderation of students' work and in implementing strategies to secure consistency and accuracy across the department, as requested by the Subject Leader
- Play a leading role in ensuring that teachers in the department follow school policy with regard to Student Reviewing

4. Resource Management

- With the Subject Leader, ensure the effective and efficient deployment of teaching and learning resources.

5. General

- Actively support agreed school policies and support the Subject Leader in ensuring their effective implementation across the department where relevant
- To undertake such duties as may be required from time to time consistent with the conditions of service which apply to the appointment and to carry out tasks as reasonably requested by the Headteacher

Professional Development (Identify CPD needs.)

- I.
- II.
- III.
- IV.

School Development Plan (Summarise making reference to the current SDP)

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Signed: _____ (Post holder)

Line manager: _____

Date: _____