



## **Holy Spirit Catholic Primary School**

### **Job description TLR position**

<b>Job title:</b>	<b>Key Stage 2 Teacher</b>
<b>Grade:</b>	Main Pay Range- + TLR 2.1
<b>School:</b>	Holy Spirit Catholic Primary School
<b>Responsible to:</b>	The Headteacher and the Governing body.
<b>Line Management:</b>	Teaching and Support Staff within Phase

### **Main purpose of the post**

- Provide leadership and management of a Core Subject, ensuring every child has access to excellent provision throughout the school which leads to higher standards and progress.
- Lead, manage and develop a subject curriculum area/s throughout the whole school.
- To be an outstanding classroom practitioner and to lead teaching and learning in Core Subject and a Foundation Subject
- To co-ordinate the curriculum of the core subject throughout the school.
- Monitoring and evaluation role throughout the school (maximizing attainment and progress beyond own class).
- Pupil behaviour and Welfare in own class and liaison with parents and other key staff.
- Assessment development and moderation in core subject across the school.
- Liaison with LA and other agencies re: standards in core subject.
- Reporting to parents of pupils in your own class.

- Analysing data and reporting to the Leadership Team regarding standards and improvements in core subject.
- Liaison with other providers and external agencies e.g. EWO, Pre- School, Speech and Language etc.
- Induction of pupils and parents into the school
- Actively participate in whole school self evaluation and school improvement planning.
- To promote the Catholic ethos of the school and deliver the Come and See Programme.
- To run an after school activity.

In addition carrying out the duties of a class teacher as outlined in the *School Teachers' Pay and Conditions Document*, the TLR post holder will be expected to carry out the following where appropriate:

### **Leadership and management role**

- Be a member of the senior management team (SMT) and attend meetings.
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management.
- To ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments.
- To lead regular staff meetings with team members.
- To take assemblies and Collective Worship where appropriate.
- To act as a mentor for new staff and visitors within your key stage.
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.
- To assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the head teacher, deputy head teacher and assistant headteacher.
- To prepare and present reports to the Governing Body as appropriate.

### **Curriculum responsibility**

- Lead and develop a Core Subject and a Foundation Subject.
- Help develop and maintain a curriculum in line with National Curriculum and school policy to meet the needs of individual children within your assigned phase.

- Monitor, review and evaluate the delivery of the curriculum to ensure that it is being effectively delivered throughout the school.
- Ensure efficient use and maintenance of all material teaching resources within your phase.
- To review the subjects in order to complete a detailed action plan, identifying action required and resource implications.

**Note:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of headteacher \_\_\_\_\_ Date \_\_\_\_\_