|  |  |
| --- | --- |
| LOSTOCK PRIMARY SCHOOL **Classroom Teacher with Teaching and Learning Responsibility 2**  **Job Description** | F:\School Office\Moller Sharon\Templates\Logos (Nov 2014)\lostock_logo_high_res.png |

**Post Held: Classroom Teacher with Teaching and Learning Responsibility 2**

**Responsible To: Headteacher**

**Main Purpose of the Job:**

To be accountable for significant and specified responsibility focused on teaching and learning, above that which is required of all classroom teachers but which requires a teacher’s professional skill and judgement.

**Principal Responsibilities:**

* Core Subject Leader
* Key Stage Leader
* Mindfulness, Health and Well-being Leader

**Main Duties and Responsibilities as TLR2 role:**

1. Member of Leadership Team (HT, DHT, TLR2 x2)
   * 1. To take part in regular meetings with the Headteacher and Leadership Team on whole school issues.
     2. To contribute to the SIP on whole school issues such as staffing, finance, buildings, resources and curriculum and monitor its implementation.
     3. To support the vision, ethos and policies of the school and promote high levels of achievement.
     4. To support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact on raising standards.
     5. To deputise for the Deputy Headteacher in her absence.
2. Core Subject Leader
   * 1. To be responsible for leading core skills.
     2. To be responsible for the long term planning and strategic development of the curriculum.
     3. To raise standards in learning and teaching, within the core skills, through rigorous reviewing, monitoring and evaluation of the quality of the curriculum and the development of Assessment for Learning, liaising appropriately with the Leadership Team.
     4. To support all staff in achieving the priorities and targets of the school.
     5. To assist the Headteacher in undertaking and completing relevant aspects of the school’s self-evaluation, including the SES.
     6. To develop parental and community links.
3. Key Stage Leader
   * 1. To be responsible for the standards and attainment in a Key Stage, coordinating and leading the staff in that team.
     2. To monitor the quality of teaching and learning throughout the Key Stage including peer mentoring, scrutiny of planning and pupils’ work, lesson observations, etc.
     3. To raise standards, in conjunction with the assessment subject leader, through the development of Assessment for Learning.
     4. To monitor records and trends and address issues and implications for the key stage.
     5. To report to Governors on test results and address issues and implications for the key stage.
     6. To keep up to date with current legislation on end of Key Stage assessments.
     7. To monitor and manage the assessment timetable for the key stage and ensure staff are up-to-date.
     8. To set targets with the Headteacher for the end of key stage and monitor results
     9. To lead key stage meetings on matters to do with curriculum events, activities, management, pastoral care and the resource area.
     10. To be responsible for developing transition links both in and out of the key stage.
4. Mindfulness, Health and Well-Being Leader
5. To lead the Personal Development and Behaviour and Attitudes sections of the SIP.
6. To plan, budget and manage resources for PD, B&A, including PSHE.
7. To take responsibility for developing Mindfulness, Health and Well-Being of all stakeholders, liaising appropriately with the Senior Leadership Team.
8. To liaise with the SENCo and other agencies, where appropriate.
9. To report to and liaise with the Designated Safeguarding Lead/Headteacher, where appropriate.
10. To maintain records related to Mindfulness, Health and Well-Being and update/review the PD, B&A.sections of the SIP.
11. To be aware of current policies and procedures and documentation relating to Mindfulness, Health and Well-Being.
12. To maintain the Healthy Schools award.

**Statement about Professional Development**

The school is a learning organisation for all its members and seeks to promote professional development at every level, in accordance with the Appraisal Policy and School Improvement Plan.

**Statement of Other Duties and Responsibilities**

Further duties and responsibilities may from time to time arise as required by the Headteacher.

**Agreement**

I have read the above Job Description and been consulted about its content as regards my role in School. I agree to the use of the Job Description until such time as further negotiation takes place.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**