

# Job Description for Teacher with Teaching and Learning Responsibilities TLR 2b

## 1. INTRODUCTION

The Brownhill Learning Community is a federation of Brownhill School and the Pupil Referral Service, under the collective name of the Brownhill Learning Community (hereafter known as the BLC), working collaboratively to improve the education provision and outcomes of pupils with SEBD who reside in the Rochdale Metropolitan Borough. All teachers will be required to work on any BLC site or other settings e.g. pupil homes, alternative providers and mainstream schools. The staffing structure needs to be flexible to ensure it can meet the needs of the organization, therefore postholders will be placed where it is deemed appropriate by the Headteacher.

1.1 NAME OF POSTHOLDER \_\_\_\_\_

1.2 JOB TITLE Teacher with Teaching and Learning Responsibilities TLR 2b (English Curriculum Lead)

1.3 JOB PURPOSE Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Support the Assistant Head and deputise when and where appropriate.

Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area in accordance with the service's aims and the curricular policies.

Act as Curriculum Lead and be responsible for leading and developing this area across the BLC.

Develop and enhance the teaching practise of others across the BLC.

Monitor and support the overall progress and development of pupils as a manager within the curriculum area and as a Form Tutor.

Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the BLC's responsibility to provide and monitor opportunities for personal and academic growth.

1.4 Line Management Reporting to – Deputy Headteacher/Assistant Headteachers  
Responsible for – supporting staff delivering the curriculum area.

1.5 Liaising With Headteacher, Senior Management Team, Teachers and Support Staff, LEA representatives, external agencies and parents.

1.6 Salary Scale Classroom Teachers' Pay Scale + TLR 2b + 1 SEN

1.7 Working Time Full time as specified within the STPCD

1.8 CRB Disclosure Level Enhanced

## **2. TEACHING**

- 2.1 Teach pupils, according to their educational needs, including the setting and marking of work to be carried out by the student in one of the BLC bases and elsewhere.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- 2.5 Undertake a designated programme of teaching.
- 2.6 Ensure a high quality learning experience for pupils which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 Maintain discipline in accordance with the BLC's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of pupils as requested by external examination bodies, departmental and the BLC's procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.

## **3. STRATEGIC/ OPERATIONAL PLANNING**

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking & subject policies and teaching strategies in a curriculum area/key stage and base.
- 3.2 Be responsible for the day-to-day management, control and operation of curriculum areas as designated by the Headteacher within the BLC's development plan and its implementation.
- 3.3 Lead in the management of the planning of curriculum areas, and ensure that the planning activities of curriculum areas reflect the needs of the pupils and the aims and objectives of the BLC.
- 3.4 Contribute to the BLC's planning activities.

## **4. CURRICULUM PROVISION**

- 4.1 Liaise with the Deputy and Assistant Headteachers to ensure that a curriculum area/key stage provides a range of teaching which complements the BLC's strategic objectives.

## **5. CURRICULUM DEVELOPMENT**

- 5.1 Support curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the BLC's mission and strategic objectives.
- 5.2 Keep up to date with national developments in the subject area and teaching practise and methodology.
- 5.3 Monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Assist the Senior Management Team in ensuring that improvements in literacy, numeracy, science and ICT are priority targets for all pupils, including those with SEN.

## **6. STAFFING**

- 6.1 Work with the Senior Management Team, to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Take part in the BLC's staff development programme by participating in arrangements for further training and professional development and in particular taking part in training in the LA's approved handling method and maintaining regular accreditation.
- 6.3 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 6.4 Engage actively in the performance management review process and support a group of staff teaching the curriculum area.
- 6.5 Ensure the effective/efficient deployment of classroom support
- 6.6 Work as a member of a designated team and to contribute positively to effective working relations within the BLC.
- 6.7 Promote team work and to motivate staff to ensure effective working relationships.

## **7. QUALITY ASSURANCE**

- 7.1 Help to implement the BLC's quality procedures and to adhere to those.
- 7.2 Monitor and evaluate curriculum areas and assist in the process of the setting of targets within curriculum areas and to work towards their achievements in line with agreed the BLC's procedures, including evaluation against quality standards and performance criteria.
- 7.3 Help to establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the organisation.
- 7.4 Contribute to procedures for monitoring and evaluating planning and pupils work.
- 7.5 To seek/implement modification and improvement where required.
- 7.6 Review from time to time methods of teaching and programmes of work.
- 7.7 Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the BLC.

## **8. MANAGEMENT INFORMATION**

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 8.2 Assist in the use of analysis and evaluation of performance data.
- 8.3 Help to produce reports within the quality assurance cycle.
- 8.4 Assist in the identification of exam entries within the curriculum area and assist in preparation of reports on examination performance, including the use of value added data.
- 8.4 Complete the relevant documentation to assist in the tracking of pupils.
- 8.3 Track student progress and use information to inform teaching and learning.

## **9. COMMUNICATIONS AND LIAISON**

- 9.1 Help ensure that all teachers of the curriculum area are familiar with its aims and objectives.
- 9.2. Communicate effectively with the parents of pupils as appropriate.
- 9.2 Where appropriate, communicate and co-operate with persons or bodies outside the BLC.
- 9.3 Contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partners schools and promoting subjects effectively at liaison events for the BLC, partner schools and the wider community.
- 9.3 Follow agreed policies for communications in the BLC.
- 9.4 Take part in liaison activities such as review days, attendance panel meetings and liaison events with partner schools.
- 9.5 Contribute to the development of effective subject links with external agencies.

## **10. MANAGEMENT OF RESOURCES**

- 10.1 Contribute to the process of the ordering and allocation of equipment and materials.
- 10.2 Assist the Deputy and Assistant Headteachers to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.3 Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the BLC, base and the pupils.

## **11. PASTORAL SYSTEM**

- 11.1 Be a Form Tutor to an assigned group of pupils.
- 11.2 Promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- 11.3 Liaise with the Senior Management Team to ensure the implementation of the BLC's pastoral system
- 11.4 Register pupils, encourage their full attendance at all lessons and their participation in other aspects of service life.
- 11.5 Evaluate and monitor the progress of pupils and keep up-to-date student records as may be required.
- 11.6 Contribute to the preparation of action plans and progress files and other reports.
- 11.7 Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- 11.8 Communicate as appropriate, with the parents of pupils and with persons or bodies outside the BLC concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- 11.9 Contribute to PSHCE, citizenship and enterprise according to the BLC policy
- 11.10 Apply the behaviour management systems so that effective learning can take place.

## **12. BLC ETHOS**

- 12.1 Play a full part in the life of the BLC community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- 12.2 Promote actively the BLC's corporate policies.
- 12.4 Comply with the BLC's health and safety policy and undertake risk assessments as appropriate.

## **13. SIGNATURES**

The BLC will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Dated .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Headteacher)

