



Job Description Middle Leader TLR2 Phase/Subject

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| Job title: | Middle Leader, Phase/Subject Leader |
| Whole school area of accountability: | Teaching and learning responsibility for (Phase lead) |
| Grade: | Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document plus the appropriate TLR2 payment |
| School: | Perivale Primary School |
| Responsible to: | The headteacher, members of senior leadership team (SLT) and the governing body |
| Supervisory responsibility: | Phase Lead (Yrs. 1 & 2) |

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of your phase/subject
 - Be an excellent classroom practitioner
 - Have an impact on educational progress beyond your assigned pupils
 - Line manage and appraise identified staff
 - 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 headteacher, deputy and assistant headteachers
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Duties and responsibilities

In addition, carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for the leadership of a phase & subject responsibility.

Leadership and management

- Support and implement the vision and ethos of the school
 - Have a strategic vision for your phase/subject and its development within the school
 - Contribute to, implement and evaluate the success of learning improvement plan relevant to your phase/subject
 - Devise an annual action plan for the development of your phase/subject
 - Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
 - 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
 - Together with SLT, lead on the school self-evaluation process for your phase/subject including lesson observations, monitoring of school standards and bringing about improvement
 - As appropriate contribute to the writing of self-evaluation and policy documents
 - Manage effectively the transition of pupils to and from your phase and within it
 - Promote cross curricular approaches to teaching and learning
 - Be a proactive and effective member of the middle leadership team
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- Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and learning responsibility

- Lead and support your phase/subject across the whole school
- Have overall responsibility and accountability of your phase/subject ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your phase/subject with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range
- Ensure that there are schemes of work for your phase/subject in place. The scheme should outline progression from Foundation Stage to Key Stage 2. These should be updated on a regular basis
- Promote opportunities for children to use their skills for a range of purposes and audiences other than the teacher e.g. Involvement in competitions.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your phase/subject
- Monitor standards including recorded work as relevant to your phase/subject across the school including reviewing long and medium term planning
- Lead on Internal Standardisation for statutory assessment of Communication
- Liaise with the school's SENCO regarding pupils with your phase/subject with difficulties
- Keep the area of learning under review
- Present an annual report on the implementation of the action plan.

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your phase/subject
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant with colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your phase/subject and disseminate information as appropriate
- Identify and facilitate the professional development needs of staff
- Disseminate information from INSET and provide updates to staff
- Advise teachers, lead discussion groups and represent the subject to others e.g. governors
- Ensure parents are informed of the school's approaches to teaching your phase/subject and advise on how they may support their child's development.



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PRIMARY SCHOOL

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Other

- 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 headteacher, deputy and assistant headteachers.

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 / /

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Signature of headteacher

Date / /

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