



# Victoria Road Primary School

Victoria Road, Castletown  
Isle of Man,  
IM9 1BA  
Head teacher: Mr I Postlethwaite  
Deputy Head teacher: Mrs D Curry  
Tel: 01624 822208  
E-mail: [VictoriaRdEnquiries@sch.im](mailto:VictoriaRdEnquiries@sch.im)



## Isle of Man Department of Education and Children

### Job Description for School Improvement Leader – TLR 2b.

**NAME:** -

**POST:** - School Improvement Leader (TLR 2b) and Class teacher

**SALARY GRADE:** -

**Terms and Conditions of Service:** In accordance with the Isle of Man Department of Education and Children Teachers' Pay and Conditions document and within the range of duties set out in that document relevant to the post-holder's title and salary grade.

#### Relationships

- The post holder is accountable to the Head teacher, Deputy Head teacher and The Department of Education and Children and its senior officers for the planning and teaching of an appropriate creative curriculum which supports the principles of Essentials for Learning (E4L).
- Your line manager is the Head teacher/ Deputy Head teacher.
- The post holder will liaise with all members of staff including teachers, nursery nurses, ESOs, SESOs, lunchtime ancillaries, kitchen staff, secretarial staff, cleaners and caretaker as necessary.
- Liaison should take place as necessary with any professional agencies who are involved in the education and welfare of pupils in the school.
- The post holder is responsible for directing the work of SESOs/ ESOs as necessary
- To interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of school policies and ethos with the aim of improving teaching and learning within the school.

#### Purpose of the job

- To fulfill the role of class teacher, working alongside other colleagues from the school, displaying high expectations of the academic work and behaviour of pupils and in compliance with the policies of the school and the Department of Education.
- To ensure that the appropriate skills are taught and correctly applied to enable a high standard to be achieved by all children in all areas of the curriculum.
- To lead, develop and enhance the teaching of others
- To act as an excellent role model to promote school values and ethos

#### Responsibilities

Your responsibilities are outlined in the 'Department of Education & Children's Pay Policy for Teachers 2014. (Including *Appendix 2 - Upper pay spine standards for post threshold teachers*).

The Department of Education and Children is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Isle of Man Safeguarding Children's Board Inter Agency Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

### **Other duties**

- treat people fairly and equitably, with dignity and respect, to create and maintain a positive school culture;
- reflect critically on own practice and work collaboratively with others to improve
- fully implement the policies of the Department of Education and Children;
- reflect the values of the school in day-to-day practice;
- in teaching classes, groups or individuals, to be fully conversant with and follow the policies of the School and to implement them in day-to-day practice;
- supervise children and ensure safety and good discipline around school, in the playground, in corridors, as well as in classrooms;
- assist in the identification of SEN pupils and ensure their needs are met;
- participate in the Appraisal process, as indicated in the policy;
- ensure that class registers are kept up-to-date.

### **General Responsibilities:**

- responsibility is for a specified Class, but the School reserves the right to move teachers to any class.
- pastoral care responsibility is for all pupils.

### **Leadership/Additional Responsibilities**

- The post holder will be an active member of the Senior Leadership Team
- To attend and participate in SLT meetings
- To provide strategic direction for the school
- Lead and co-ordinate a core subject / aspect throughout the school in line with current needs
- To take responsibility for planning, delivering, monitoring and evaluating school improvement strategies and initiatives
- To plan and deliver CPD to staff
- To take responsibility for appraising teachers and support staff
- To deputise for the Head/ Deputy Head teacher as required
- To take assemblies and parents' meetings as required
- To participate in community events as required
- To liaise with external agencies as required
- To use data analysis to evaluate effectiveness of school improvement and raise standards
- To engage with the school's SSRE process and contribute to the school's SSRE commentary

**Key Tasks** – will be agreed, annually, at the post-holder’s review meetings.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Headteacher.

*I have read and understood the responsibilities outlined in the Teachers’ Standards in the Department of Education & Children’s Pay Policy for Teachers 2014.*

Signed..... Post holder

*I have read and understood the responsibilities for Post Threshold Teachers as outlined in the Department of Education & Children’s Pay Policy for Teachers 2014, Appendix 2 - Upper pay spine standards.*

Signed..... Post holder

Date: .....

Signed ..... Head teacher

Date: .....

Victoria Road School expects every member of the school community to be committed to the school vision and aims, and to dress and act in a professional manner.