



School Improvement Team Leader



TLR 2b Job description

This TLR (2b) is for the role of School Improvement Team Leader and Co-ordinator of Core Subject or Key Area of School Improvement.

Preamble:

'Teaching and learning is at the heart of everything that we do. and everything we strive to achieve is focused on developing the pupils potential. The promotion and development of teaching and learning is of paramount importance to the success of the school. An individual with a TLR responsibility is expected to make a positive and measurable impact upon this.'

Terms and Conditions of Service: In accordance with the Isle of Man Department of Education, Sport and Culture's Terms and Conditions of Service for Teachers' 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 Headteacher.
- the post holder will liaise with all members of staff, but in particular the School Leadership Team.

Accountabilities of the post

To fulfil 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, Sport and Culture.

To contribute and assist in promoting whole school development and strategic improvement planning, in accordance with the school's policies, through close liaison with colleagues, and to help raise standards by providing strategic direction.

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a class teacher as defined in the relevant Conditions of Service.

In order to qualify for a TLR payment of any kind the duties of the teacher must include:

Significant responsibility and accountability that is not required of all classroom teachers and that is:

- Focussed on teaching and learning
- Requires the exercise of a teacher's professional skills and judgement
- Requires the teacher to lead, manage and develop a subject or curriculum, across the school
- Has an impact on the educational progress of pupils, across the school, other than the teacher's assigned classes or groups of pupils; and
- Involves leading, developing and enhancing the teaching practice of other staff.

Specific Responsibilities will include:

- Leading the delivery of the school's curriculum (planning, teaching and learning) in the agreed team, which may change in order to meet the needs of the school.
- Ensuring the teaching and learning within the team is of a sufficiently high standard
- Line-managing the staff within the team - including monitoring of performance, providing advice and feedback, leading moderation of standards etc

- Developing and maintaining an ongoing, positive relationship and high level of communication with the parents
- Developing and leading a core subject area **or** key area of school improvement.
- Managing a given annual budget (set by the Headteacher) to support the resourcing, development and improvement of provision within the team and for the agreed subject or area.

In addition to the above, the post-holder will also;

- be expected to take a lead role in promoting and establishing new initiatives at the school, including being involved in the provision of training for such
- disseminate the good practice and effective teaching and learning strategies identified through observation and monitoring
- demonstrate a commitment to raising standards in the school
- ensure that teachers' classroom organisation and teaching approaches are consistent, adhere to school policies and procedures and are of a high standard

As a member of the Senior Leadership Team, the post-holder will also;

- meet with the School Leadership Team regularly
- identify common issues for future whole school improvement and development
- ensure with others that the agreed outcomes from the School Improvement Plan are achieved
- with the School Improvement Team, set whole school improvement objectives
- ensure that pupils' behaviour is conducive to learning and play a key role in ensuring pupils know the standards required of them through emphasising the school's behaviour policy- including agreed rewards and consequences

Key Tasks:

Will be agreed, annually, at the post-holder's review meetings, linked to SIP priorities.

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.

Signed (Postholder) _____ Date _____

Signed (Headteacher) _____ Date _____

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Job responsibilities of a class teacher:

- teaching all areas of the primary curriculum;
- taking responsibility for the progress of a class of primary age pupils;
- organising the classroom and learning resources, including new technologies, to create a positive learning environment in which all children's learning is maximised;
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- deploying a wide range of teaching strategies in order to meet the needs of a variety of learners;
- planning and preparing effectively for lessons and sequences of lessons, in the light of assessments, information and in accordance with the School's policy;
- communicating with pupils and presenting new ideas to them in an interesting, inspiring and motivating way;
- acting as a purposeful, inspiring and creative role model for pupils;
- providing care and support for pupils and be responsible for the welfare, discipline, health and safety of pupils;
- assessing and keeping appropriate, up-to-date records of pupil development and progress, in accordance with the school's policy;
- working with others to plan and coordinate work;
- keeping up-to-date with new ideas in education and ensuring the curriculum provided reflects the principles of Essentials for Learning;
- promoting independent learning;
- fulfilling the requirements set out in the Teachers' Standards document (and/or any other relevant standards which form part of agreed terms and conditions for teachers in England);
- liaising with colleagues and working flexibly;
- being responsible for organising the classroom environment such that it creates a purposeful, inspiring and stimulating environment for learning;
- working with parents and school governors to maximise their involvement in the school
- develop positive, professional relationships with parents in support of children's learning and report to them formally and informally about the achievements of their child(ren).
- contribute positively to maintaining and developing the ethos and values of the school;

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 Sport and Culture.
- 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 Performance Management process, as indicated in the policy of the school.
- ensure that class registers are kept up-to-date.

General Responsibilities:

- the School reserves the right to move teachers to any class
- pastoral care responsibility is for all pupils

Safeguarding

The Department of Education, Sport and Culture 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 are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

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 Safeguarding Children Board Child Protection procedures and the school/service'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 School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

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 Head of Service or designated Officer.



Henry Bloom Noble Primary School Person Specification for TLR 2b School Improvement Team Leader



Person Specification	Essential or desirable	Method of assessment
Qualifications		
Qualified Teacher Status.	Essential	CV/Pre-employment checks
Recent Training in Leadership and Management.	Desirable	CV/Interview
Evidence to commitment to own professional development through training and study.	Essential	CV/Interview
Experience		
Successful experience as an excellent classroom practitioner, including using the outdoor setting for learning.	Essential	CV/Interview
Experience of successful curriculum planning.	Essential	CV
Successful experience teaching in Key Stage 1 and 2.	Desirable	CV
Experience of using information technology in innovative ways.	Essential	CV/Interview
Experience of meeting pupils individual needs based on principles of inclusive education.	Essential	Interview
Experience of leading and managing change, which has a positive impact on standards of learning and teaching.	Essential	CV/Interview
Knowledge, Skills and Understanding		
Thorough and up-to-date knowledge of E4L.	Essential	CV/Interview
A thorough knowledge and understanding of how children learn.	Essential	CV/Interview
Ability to secure high standards of pupil achievement and behaviour.	Essential	CV/Interview
Good awareness and knowledge of current educational policies and practices in IOM Primary Education.	Essential	CV/Interview
The ability to relate to and involve parents and other stakeholders in the education and welfare of children.	Essential	CV/Interview
Knowledge of Inclusion within the Primary classroom and the effective differentiation of the curriculum to accommodate the needs of all.	Essential	CV/Interview
A good working knowledge, based on experience, of classroom based strategies for AFL.	Essential	CV/Interview
The ability to create and maintain an orderly, exciting and engaging learning environment.	Essential	CV/Interview
Demonstrate the ability to plan and lead creative learning opportunities for all.	Essential	CV/Interview

Leadership and Management		
Able to inspire, train, coach and lead all staff in order to develop their capacity to work towards continuous school improvement.	Essential	CV/Interview
Thorough understanding of effective leadership of the curriculum with emphasis on how it assists children in their learning and personal development.	Essential	CV/Interview
Demonstrates a willingness to take risks.	Essential	CV/Interview
Demonstrates the ability to think creatively and plan strategically.	Essential	Interview
Possesses a commitment to working with parents and other stakeholders in order to bring about school improvement.	Essential	CV/Interview
Ability to organise and manage resources.	Essential	CV/Interview
Ability to work as part of an effective leadership team.	Essential	CV/Interview
Personal Qualities		
Enthusiasm, confidence, energy and optimism for all children.	Essential	CV/Interview
Well-developed interpersonal skills, an excellent communicator who will work effectively with all stakeholders.	Essential	CV/Interview
Warmth and approachability and nurturing approach towards children.	Essential	Interview
Trustworthy.	Essential	Interview
The ability to work as part of a team and treat all staff with respect and dignity.	Essential	CV/Interview
Self-motivator who uses own time effectively.	Essential	CV/Interview
Being an innovative and reflective practitioner.	Essential	CV/Interview
Confidence to lead and be decisive.	Essential	CV/Interview
Willingness to learn and develop.	Essential	CV/Interview
Circumstances		
Satisfactory Police Check.	Essential	Pre-employment Checks
Isle of Man Worker.	Desirable	Application