

**Job Description – Primary
Teaching and Learning Responsibility (TLR)**

POST: Leader of Phase (TLR Post)
SCHOOL: Ashdown Primary School
PAY RANGE: To be determined in accordance with the school's Pay Policy
RESPONSIBLE TO: Head of School

Job Purpose

In addition to the requirements of a class teacher and any other agreed responsibilities:

To be accountable for EYFS/Key Stage One/Year 3 & 4/Year 5 & 6 and to support, hold accountable, develop and lead a team of people focusing on that area. To be a member of the Leadership Team

Areas of responsibility and key tasks:

Strategic direction and development of a curriculum area (with the support of, and under the direction of, the Headteacher and the Senior Leadership Team)

- develop and implement policies and practices which reflect the school's commitment to high achievement through the curriculum area;
- develop plans for that area which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the school improvement plan;
- monitor progress and evaluate the effects of the area by working alongside colleagues, analysing work and outcomes and tracking data for vulnerable pupils, including more able pupils, maintaining a register and monitoring for equality of access;

Teaching and Learning

- ensure continuity and progression in the phase by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through the agreed scheme of work, developed in line with the school development plan;
- evaluate the teaching and learning by monitoring teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

Leading and managing staff

- enable all teachers to achieve expertise in planning for and delivering learning through example, support and by leading or providing high quality professional development opportunities;
- demonstrate an excellent ability to advise and support other teachers, providing clear feedback, good support and sound advice to others through examples, coaching and training to help others to evaluate the impact of their teaching on raising pupils' achievement;

To ensure that governors are well informed about policies, plans, priorities and targets and that these are properly incorporated into the school improvement plan.

Infant Site: Luxford Road, Crowborough, East Sussex, TN6 2HW

Junior Site: Herne Road, Crowborough, East Sussex, TN6 2NT

Executive Headteacher: Mrs K Owbridge BA (Hons) QTS, NPQH, NPQEL