



Harrietsham Church of England Primary School

"Nurtured We Flourish"

JOB DESCRIPTION: TLR

SCHOOL	Harrietsham Church of England Primary School
JOB TITLE	TLR
SALARY/ SPOT POINT	TLR2 (£3,214)
REPORTS TO	Headteacher

JOB PURPOSE:

- To lead a core focus area of responsibility within the school ensuring high standards of achievement throughout the school.
- Lead a team, including teachers and Learning Support Assistants, to achieve high quality learning and teaching.
- Ensure effective use of resources and the highest standards of learning and achievement for all pupils.
- Contribute to the Christian values and distinctiveness, the core values and the positive ethos of the school both inside and outside of the classroom.
- Assist the Headteacher in the strategic leadership of a core focus area of responsibility.

Teaching and learning:

- To work with the Headteacher & Deputy Headteacher to develop an exciting curriculum.
- To establish, monitor, evaluate and review the effective use of resources, teaching and learning activities and target setting, where appropriate, to meet the needs of all pupils.
- Lead the identification and dissemination of the most effective teaching approaches for our children.
- Develop, monitor, evaluate and review effective policies to promote equality and challenge stereotyping in relation to disability, gender, sexuality or race.
- Develop effective systems to promote partnerships between parents and school to promote pupil learning and provide accurate information about achievement and progress.
- To demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy and take a leading role in their implementation within the school.

Leading and managing staff:

- Lead the teaching staff in the development and implementation of policy.
- To be an exemplar and role model for teaching staff.
- Plan, support and evaluate the work undertaken by all staff as a team and as individuals.
- Provide regular information to the Headteacher and Governing Body on the evaluation of provision for children, to inform decision making and policy review.
- Motivate and enable staff to develop expertise and increase effectiveness in their respective roles through continuing professional development.

Community:

- To ensure excellent relations with parents and their full involvement in the school where possible.
- To promote the Christian ethos of the school and its standing in the wider community.
- Establish effective working partnerships with external agencies.

- To ensure parents are well informed and supported in developing their child's learning via face to face contact and the school website.

Other Accountabilities:

- Develop, monitor and evaluate the effective organisation and administration of the core area of responsibility.
- To take an active role by driving forward school improvement priorities and relevant educational initiatives and to take responsibility for the appropriate sections of the SEF and School Plan.
- To monitor standards of teaching, learning and achievement.
- To ensure appropriate record keeping systems to use for assessment for learning and reporting and tracking purposes.