

## JOB DESCRIPTION

**Name:**

**Post:** Teaching and Learning Lead and Primary Class Teacher

This appointment has additional responsibilities in addition to those set out in the pay and conditions document and the job description of a class teacher.

### Purpose of the Role:

1. To ensure that the curriculum is challenging, exciting and engages all pupils in their own learning.
2. To be accountable to the Principal for ensuring the educational success of the teaching team within the overall framework of the Academy's Raising Achievement Plan (RAP) and Multi-Academy Trust's strategic plan. The Teaching and Learning Lead is accountable for supporting the Vice Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision over teaching and support staff. They should create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work. The Teaching and Learning Lead is line managed by the Vice Principal.

## Main Duties and Responsibilities

### A. Focuses on Teaching & Learning

- Maintain up to date subject knowledge and demonstrate good classroom practice
- Effectively implement Multi-Academy Trust policy as agreed with the Principal
- Secure and sustain effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets

for improvement. This should include pupils with any additional needs in order to set and meet challenging, realistic targets for improvement.

- Keep abreast of any new initiatives and developments in the teaching and learning and assessment of children and be able to disseminate information and initiatives to all members of staff and AAC as required
- Lead regular team meetings where data is scrutinized and planning is undertaken
- Ensure the curriculum covers the all aspects of the National Curriculum and is broad and balanced
- Review and report on Teaching and Learning in accordance with the Academy self-review programme
- Actively promote Social, Moral, Spiritual and Cultural and British Values throughout the school community
- Support the Principal and Senior Leadership Team by contributing to the whole school and in particular development e.g. School Improvement Plan, policy development

## **B. Lead and Manage pupil development**

- Provide guidance, support and motivation for colleagues by being a positive and outstanding role model
- Actively promote SMSC and British Values across the school
- Adhere to the Academy Safeguarding procedures when dealing with concerns regarding children and families

## **C. Has an impact on the educational progress of all pupils across the school**

- Liaise with colleagues on relevant issues such as planning, assessment and target setting
- Monitor planning, curriculum coverage, subject teaching and attainment plus identifying areas for improvement. Plan and lead strategies for improvement. Review and evaluate the curriculum on a regular basis
- Liaise with other staff and SLT to address key issues identified
- Other duties determined and agreed with the Principal to be appropriate and in keeping with the level of responsibility of the post

#### **D. Involve leading, developing and enhancing the teaching practice of other staff**

- Actively participate in the school's self-evaluation, including updating the Academy's information for outside agencies such as OFSTED
- Support SLT to carry out the Appraisal cycle for both teaching and non-teaching staff where appropriate
- Where required lead meetings and act as a lead in whole school meetings
- Take a lead in your own CPD while supporting other members of staff's CPD opportunities
- Attend all staff meetings and whole school INSET training as well as attending SLT meetings as required

#### **E. Be a member of the wider leadership team**

- Attend SLT meetings when requested
- Be a role model across the Academy
- Lead whole school assemblies when requested
- Undertake whole staff training when requested
- Manage budgets
- Liaise with parents of children in the Academy
- Have a strategic vision for the teaching and learning that is conveyed via the T&L RAP

#### **F. Accountability**

- Establish strong teaching and learning and behaviour management across the school
- Ensure reports are completed as per guidance from SLT
- Ensure teachers are prepared adequately for parent's evenings and support them with this
- Support and induct new members of staff

#### **G. Career/Salary Progression linked to this post**

- In accordance with the provision of the Performance Management Policy and Pay Policy there will be an annual review of the performance of the teacher taking into account the performance management objectives.

- The outcomes of the annual performance management review will be considered and may inform the pay review.
- The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Academy.

## NOTES

*The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Director or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.*

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or a representative.

Signed: .....  
Teaching and Learning Lead

Date: .....

Signed: .....  
Principal

Date: .....