

## **Job description – Team Leader Part of the Senior Leadership Team (SLT)**

The Directors and staff at the LFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment

### **Main purpose of the job**

- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions document, including UPS criteria.
- Assist the Headteacher in the organisation, leadership and development of a key stage, year group and/or other areas of the school.
- Carry out teaching duties as required across the school.
- Work in collaboration with the other schools within the Trust.

### **Duties and responsibilities**

#### **Shaping the future**

- Support the Headteacher and Governing Body in establishing a vision for the future of the school and ensure that this vision is communicated to and upheld with all staff.
- Play a leading role in ensuring that the quality of teaching and provision in school is good or better.
- Contribute to the school's self-evaluation process as directed by the Headteacher.
- Lead whole school policy change in education by modelling and supporting colleagues with direct proven impact.

#### **Leading teaching and learning**

- Be an excellent role model, mentor or coach to colleagues exemplifying a high standard of provision across the school, and promoting high expectations for all members of the school community, with proven impact on pupil progress.
- Work with the Headteacher and the Senior Leadership Team to raise standards in the school and across the Trust.
- Lead on development of actions from a school improvement plan.
- Lead an additional subject area across the school with proven impact.
- Assist the Headteacher and Senior Leadership Team in leading the school through strategic planning and the formulation of policy for the school.
- With the Headteacher, be responsible for implementing robust systems for monitoring and evaluating outcomes across the school and across schools within the Trust.

#### **Developing self and working with others**

- Ensure the health, safety and welfare of pupils and staff in School.
- Work closely with the Headteacher to ensure an appropriate programme of professional development for all staff, to ensure improved outcomes.
- Work in partnership within the school and trust and with local childcare/ educational providers, health providers, and the Children's Centre.
- Implement and manage an effective parent liaison programme, ensuring regular communication and interaction with parents.
- Attend regular team meetings, SLT meetings and training as required by the Head teacher.
- Be responsible for marketing the school through the development and implementation of marketing strategy in the local area, if required.
- Establish and maintain effective working relationships with partner agencies providing services for children.

**Leading and managing**

- Lead with the Headteacher and SLT to ensure that the school meets its statutory requirements.
- Ensure the school is equipped with suitable, high-quality materials which enhance the environment and create outstanding learning opportunities.
- Manage, monitor and accurately account for any budget that falls within your responsibility.
- Support where necessary in the Trust to ensure high standards of learning
- Assist in recruitment and to support a staff team with the appropriate skills, qualifications, experience and qualities, ensuring the school is staffed to the required levels at all times.
- Participate in the appraisal process and be responsible in leading an appraisal team.
- Work collaboratively with local schools, and within the Trust, to effectively manage the transition of pupils to, from and within the school.

**Securing accountability**

- Through lesson observations, book sampling and use of data, hold the team to account for the quality of provision.
- Use data to understand strengths and weaknesses of the team, including preparing planning actions to further develop the learning outcomes for children.
- Carry out any other reasonable tasks as deemed appropriate by the Headteacher.

Signed ..... Team Leader

Date .....

Signed ..... Headteacher

Date .....