



# Job description: Teacher with a Teaching and Learning Responsibility (TLR)

Noadswood School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** Main Pay Range/Upper Pay Range plus TLR2a for Assistant Subject Leader responsibilities

**Hours:** Full time

**Contract type:** Permanent

**Reporting to:** Subject Leader Science

**Responsible for:** Transition and Key Stage 3 development

## Main purpose

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of their duties as Assistant Subject Leader of Science
- Assist in the smooth running of the school at all times

## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
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- Demonstrate best practice in teaching Science, using engaging strategies to boost classroom engagement.
- Show knowledge of the whole subject, including latest requirements and developments.
- Support and help develop other members of the team.

### **Teaching and learning responsibility**

- Use professional skills and judgements to provide strategic and practical leadership in their TLR area
- Lead, manage and develop their TLR area, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within their TLR area across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils.
- Provide strategic Key Stage 3 leadership, showing up-to-date knowledge of sector trends and developments.
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required.
- Lead and take responsibility for transition events and develop communication with feeder schools.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Help to ensure teaching and learning within science is aligned with school ethos, identifying any procedural issues and providing workable solutions.
- Provide leadership within your department and ensure whole school values are represented and understood.

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils  
Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within science, particularly in key stage 3, sharing ways to improve subject teaching with others.
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments.
- Take part in the appraisal and professional development of teachers within your department.

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>➤ Qualified teacher status</li><li>➤ Successful teaching experience</li><li>➤ Evidence of professional development relevant to this role</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Good knowledge of legislation and guidance on curriculum requirements</li><li>➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li><li>➤ Excellent communication and organisational skills</li><li>➤ Knowledge of effective teaching and learning strategies</li><li>➤ A good understanding of how children learn</li><li>➤ Ability to adapt teaching to meet pupils' needs</li><li>➤ Ability to build effective working relationships with pupils</li><li>➤ Knowledge of guidance and requirements around safeguarding children</li><li>➤ Knowledge of effective behaviour management strategies</li><li>➤ Good IT skills</li><li>➤ Effective communication and interpersonal skills</li><li>➤ Ability to communicate a vision and inspire others</li><li>➤ Ability to build effective working relationships with staff and other stakeholders</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ High expectations for all pupils and belief in bringing out the best in all</li><li>➤ Commitment to upholding and promoting the ethos and values of the school</li><li>➤ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to equality</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** December 2024