



# THE TYRRELLS PRIMARY SCHOOL

## Teaching & Learning Leader Job Description



The core purpose of a Subject Leader is to provide professional leadership and management for a subject area to ensure high quality teaching, effective use of resources and improved standards of learning and pupil achievement. The key responsibilities include:

### A. Strategic direction and development of the subject

(This will be achieved with the support of, and under the direction of, the Headteacher and Senior Leadership team)

- develop and implement policies and practices in the subject which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution that the subject can make to all aspects of pupils' lives;
- develop clearly budgeted action plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the School Improvement Plan;
- monitor the progress towards the action plan objectives and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- use school, local and national data as available to inform targets for development and further improvement for individuals and groups of pupils;
- ensure that own expertise in the subject is up to date, including all national developments, through regular training and reading all relevant material. Ensure that staff are kept up to date with this information.

### B. Leading Teaching and Learning

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the School Improvement Plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- evaluate the quality of teaching in the subject by monitoring lessons, teachers' plans and pupils' work, identify effective practice and areas for improvement, and give accurate feedback to teachers to ensure that improvements can be made where necessary;
- develop effective links with the local community including parents, business and industry where appropriate;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

### C. Leading and Managing Staff

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading (or providing) high quality professional development opportunities;
- ensure that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject

### D. Effective Deployment of Resources

- support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;

- Carry out audits of resources regularly and organise storage of and access to equipment for children and staff;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the Headteacher by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;

**Responsible to:** Headteacher and Governors