

## Job Description for Improvement Leader

<b>Post Title:</b>	<b>IMPROVEMENT LEADER (including triplet lead)</b>
<b>School:</b>	<b>St Luke's Church School, Tiptree</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to <b>a subject area or areas</b>, to include:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul> <p>a) To be accountable for securing the highest standards of pupil achievement across <b>a triplet (KS1, LKS2 or UKS2)</b> monitoring and evaluation of pupil achievement and setting targets for improvement</p> <p>b) To lead, develop and enhance the teaching practice of others in the <b>triplet</b> by evaluating, supporting, guiding and target setting</p> <p>c) To be accountable for the strategic leadership and management of <b>the triplet (KS1, LKS2 or UKS2)</b>, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</p> <p>d) To be accountable for securing the highest standards of pupil achievement through leadership of identified key school <b>improvement priorities</b> across the school, monitoring and evaluation of pupil achievement and setting targets for improvement</p> <p>e) To lead, develop and enhance the teaching practice of others <b>across the school</b> by evaluating, supporting, guiding and target setting</p> <p>f) To be accountable for the strategic leadership and management of identified key school <b>improvement priorities</b>, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</p>
<b>Responsible to:</b>	Headteacher
<b>Scope:</b>	Classroom teacher Subject Co-ordination Triplet Responsibility Strategic Leadership of Curriculum Area
<b>Salary/Grade:</b>	TLR

## **MAIN (CORE) DUTIES**

### **Teaching and Learning**

In addition to the role of class teacher:

1. To be responsible to the Head Teacher and Deputy Headteacher for co-ordinating the work within the **Triplet** supporting and advising as appropriate and to write and update termly and annual improvement plans
2. To ensure regular, timely communication with parents on all aspects of the curriculum
3. To ensure that all pupils in the **Triplet** receive regular and relevant homework and feedback on how to improve.
4. To review long term planning to ensure engaging design, coverage, progression and a range of learning experiences across the **Triplet**.
5. In conjunction with the EVC, Co-ordinate and oversee the organisation of school visits and extracurricular activities within the **Triplet** and transition into the next KS.
6. Liaise closely with the other leaders to ensure continuity and progression.
7. To monitor the standards of behaviour and achievement within the **Triplet**.

### **Recording and Assessment**

1. Evaluate and Monitor pupils' progress, achievement and attainment, and report on the effectiveness of provision for pupils across the **Triplet** and **Improvement Priorities** to the Senior Leadership Team
2. Monitor progress across the **Triplet** and ensure appropriate action plans are in place where issues are identified.
3. To monitor and assure the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of planning and scrutiny of pupils work and assessment data and modelling of outstanding lesson delivery, lead staff meetings/inset.
4. Collect and interpret assessment data and use this information to report termly on strengths, areas of development and impact and effectiveness of provision and update SEF.
5. Ensure interventions have impact.

### **Leadership**

1. Establish good relationships, encourage good working practices and support and lead teachers in the **Triplet**.
2. Oversee aspects of the phase organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
3. Ensure that staff are coached and advised as to how best to ensure consistently high standards are achieved.
4. Develop and monitor action plans for school **Improvement Priorities** which have impact on the progress and attainment of the pupils

### **Standards and Quality Assurance**

1. Participate in (and lead where necessary) staff training / inset eg provide model lessons and other support to teachers and leaders in partner schools as required.
2. Participate in Continuing Professional Development and attend leadership and staff meetings.
3. Develop links with Governors, LAs and neighbouring schools and national schools.
4. Lead the team in moderation and levelling and other adopted systems effectively.
5. To ensure that all teachers working within the phase / KS adhere to school policies such as 'Feedback, including Marking, Policy'

### **Other duties and responsibilities**

1. Carry out any other reasonable duties as directed by the Headteacher and Deputy in conjunction with the leadership of the triplet or subject lead or that of a class teacher