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## **Job Description: Achievement Leader TLR2b (2<sup>nd</sup> in Core Subject)**

### **Responsible to: Academic Leader**

#### **SCHOOL LEADERSHIP**

To contribute to the wellbeing and development of the school as a Catholic Community by the care of pupils, guidance of teachers and by advising the Academic Leader and members of staff, where appropriate.

#### **LEADERSHIP OF STAFF**

- a) To assist the Academic Leader in the implementation of the school's appraisal policies
- b) To provide guidance to staff/NQT's/trainees and assist in induction, as appropriate
- c) To chair and plan effective meetings, as appropriate
- d) To assist the Academic Leader in developing outstanding teaching and learning in the key stage or year group/subject
- e) To devise effective strategies to monitor the progress of all year groups of pupils in the key stage, including PP catch up and SEND, CIOC
- f) To encourage the development of staff in teaching and learning to assist the Academic Leader in developing career progression of staff by planning effective SDS and CPD opportunities
- g) To monitor the planning, marking and homework of staff within the key stage/year groups/subject and to carry out regular monitoring and work scrutiny
- h) To set work for absent staff as appropriate
- i) To deputise for the Academic Leader in his/her absence.

#### **CURRICULUM AND SYLLABUSES**

- a) To plan schemes sharing agreed progress and planned assessment tasks.
- b) To ensure the planned work shows progression and continuity in learning.
- c) To actively promote new initiatives and ideas within the subject and to keep up to date with new national, local and diocesan priorities (as appropriate).
- d) To advise and liaise with the Academic Leader on the appropriate curriculum.
- e) To assist the Academic Leader with examination administration.
- f) To ensure that lessons are planned effectively and to monitor planning, marking and homework in the key stage/year groups/subject.

#### **PUPILS**

- a) To assist the Academic Leader in the behaviour/key stage/year groups.
- b) To support staff and the Academic Leader with behaviour issues.
- c) To liaise with Pastoral Leaders and parents regarding progress and behaviour in the key stage.



- d) To develop cross curricular and extra-curricular activities.

## RESOURCES

- a) To advise the Academic Leader on resourcing for the key stage or year groups and to develop learning as appropriate.
- b) To advise and liaise with the Academic Leader on capitation.
- c) To ensure that teaching rooms and displays are conducive to outstanding teaching and learning.
- d) To lead on new resources/ICT and advise Academic Leaders on new learning opportunities.

## ORGANISATION

- a) To prepare effective meetings and to record minutes to be shared with the Academic Leader and SLT.
- b) To attend meetings as a representative of the Academic Leader as appropriate.
- c) To complete administration for examinations and attend examinations (as appropriate).

## PLANNING AND EVALUATION

- a) To regularly review the teaching and learning styles within the key stage/subject area and advise the Academic Leader and develop and coach staff
- b) To regularly observe lessons and report back to Academic Leader
- c) To liaise with the Academic Leader on development plans and the departmental SEF

## ASSESSMENT AND EVALUATION

- a) To plan and oversee intervention in the key stage/year groups/subject.
- b) To track, evaluate and report to the Academic Leader on progress of pupils within the key stage or year groups and report regularly to the department.
- c) To be responsible for outstanding progress in the key stage/year group/subject.

## OTHER SPECIFIC DUTIES

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply from time to time, with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in this job description.