



Valley Gardens Middle School

Job Description TLR Appendix

Role :Head of Geography	Grade: TLR2A Date of Profile: 1/9/18
<p>Purpose of the role:</p> <p>The duties of a teacher awarded a TLR include a significant responsibility that is not required of all classroom teachers, and that –</p> <ul style="list-style-type: none"> ● Is focused on teaching and learning; ● Requires the exercise of a teacher's professional skills and judgement; ● Requires the teacher to lead, manage and develop a subject area; or to lead and manage pupil development across the curriculum ● Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and ● Involves leading, developing and enhancing the teaching practice of other staff. 	
<p>Accountability</p> <ul style="list-style-type: none"> ● Data targets linked to Performance Management (annual) ● Termly meeting with SLT link to review attainment and progress and progress towards development plan. This will include progress of key groups of pupils and interventions take to prevent groups falling behind. ● Meetings with link governor to discuss attainment and progress and progress towards development plan. This will include progress of key groups of pupils and interventions take to prevent groups falling behind. ● Where required, presenting to SLT or governors on your subject or area of responsibility. ● Contacting parents and/or reacting to parents' queries in the event of an issue. ● Accountability for the quality of teaching within your department. <p>Leading, Developing and enhancing teaching practice of staff</p> <ul style="list-style-type: none"> ● Where required, to coach and/or mentor colleagues to help them improve their own teaching. (Note, this may be in other subjects as well as your own) ● Helping to drive pedagogical change. ● Attending CPD as required ● Providing whole school CPD as required ● Monitoring and feeding back to colleagues about their practice (lesson observations and findings from book scrutinies) ● Attending Middle Leaders' meetings. ● Line management of a small number of staff through appraisal system. 	
<p>Leading, developing and managing a curriculum area.</p> <ul style="list-style-type: none"> ● Evaluating your department (Annually) ● Writing a departmental action plan (Annually) ● Regularly monitoring the quality of teaching within your department through 	

observing colleagues and scrutinising work (termly).

- Offering to support colleagues through demonstration, team teaching, coaching and other support activities (termly).
- Using data to identify groups of pupils who are making inadequate, good and outstanding progress. (termly)
- Providing appropriate intervention/strategies for those pupils who are not making sufficient progress. (termly)
- Ensuring the curriculum evolves in line with pupil interests and national practice
- Ensuring the school is adequately resourced to deliver the curriculum