

TLR Job Description

SCHOOL: Kings Heath Primary School

NAME OF TEACHER:

TLR: 2b

JOB DESCRIPTION (effective from September 2025)

1.0 **JOB TITLE:** Year Group Lead and Subject Lead

2.0 **JOB PURPOSE**

To assist the head teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to take particular responsibility for leading a year group in school as well as a subject across the school. The holder of this post will be a member of the Extended Leadership Team (ELG).

3.0 **PROFESSIONAL DUTIES**

- 3.1 To undertake the duties and responsibilities of a classroom teacher as required by the head teacher.
- 3.2 To lead, support and manage a year group and to support the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- 3.3 To lead, develop and enhance the teaching practice of other staff in their lead subject teaching both as a discrete subject and across the wider curriculum.
- 3.4 To be responsible for raising standards of achievement across the whole school as a result, which may include:
 - Monitor standards through lesson visits and book studies and giving feedback to staff
 - Analyse school attainment data and identify underperforming cohorts / groups in school
 - Analyse external data to identify whole school strengths and areas for development in performance in relation to national and local trends
 - Report to the SLT / Governing Body as required on standards of achievement
 - Contribute to the development and implementation of the SDIP as it relates to year group and subject leadership
 - To line manage the work of any teacher within the year group
 - Organise and deliver INSET in line with the SDIP

- 3.5 To be responsible for the development and implementation of the curriculum across the school, which may involve:
- Write, review and implement subject policy based on best known practice
 - Regularly review the curriculum to ensure continuity, balance, progression and targeting of areas identified as needing development in school
 - Review and advise on the opportunities for development / reinforcement of the subject across the wider curriculum
 - Attend relevant network meetings and keep abreast of local and national developments
 - Develop assessment practices
 - Attending ELG briefings weekly
 - Attend SLT meetings when required

4.0 LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

- 4.1 Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school, and to report for the purposes of day to day management to SLT member responsible for curriculum, teaching and learning.
- 4.2 Responsible for the management, direction and supervision as appropriate of staff within the identified year group and other people as specified by the head teacher.

5.0 CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

6.0 SPECIAL CONDITIONS

- 6.1 A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.
- 6.2 The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

7.0 REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by

(Signature of Head Teacher or designated member of the leadership team)

Date: _____