

Kingsbury High School: **TLR job descriptions:** April 2019

<i>Role</i>	<i>TLR</i>	<i>Resp to</i>	<i>Resp for</i>	<i>Common to all teachers</i>	<i>Common to all TLRs</i>	<i>Specific to this post</i>
Teaching development leader	1d	Deputy Head with Staff Dev.	ITT students	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Initial teacher training Schools Direct Teach First Supporting the teaching of colleagues and sharing good practice TLCs The school experience programme Bids to external agencies connected with this area of work
Head of the Sixth Form	1d	Assistant Headteacher: Director of Post-16	UCAS & Appp Co-ord, form tutors; year leader	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of managers of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Visible leadership to students in the stage, including assemblies Focus on the progress of students and their readiness for Higher Education Pastoral leadership Sixth form events UCAS Enrolment

Head of Faculty of Student Development	1d	Headteacher	Postholders in Faculty	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of managers of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Care of staff within the faculty Pastoral leadership Child protection including Designated Senior Manager role Pastoral curriculum B4L Transition Liaison with agencies
Head of Faculty	1d	Headteacher or Deputy Headteacher	Postholders and staff in Faculty	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of managers of people The TLR aggregated responsibilities guide 	<p>Within the faculty:</p> <ul style="list-style-type: none"> Care of staff Leadership, management and development Student progress and development The curriculum in the faculty Assessment, recording and reporting and data analysis Deployment of resources Develop and enhance the teaching of others Monitoring, evaluation and review Appraisal
Head of e-systems for student development and learning	1d	Assistant headteacher		<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 	<ul style="list-style-type: none"> Leadership & management expectations for: Promoted teaching post 	<ul style="list-style-type: none"> Developing and managing the school's VLE and associated functions such as e-stream Working alongside the Student Development

				<ul style="list-style-type: none"> Leadership and management expectations: teacher level 	<p>not managing people</p> <ul style="list-style-type: none"> The TLR aggregated responsibilities guide 	<p>Faculty to develop systems to provide support for behaviour management</p> <ul style="list-style-type: none"> Working with foundation stage tutors and students to enable the recording of the Kingsbury Guarantee Developing classroom based systems to support learning
Stage Leader	1b	Head of Faculty	Form tutors; Year Leaders	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Visible leadership to students in the stage, including assemblies Focus on the progress of students and their readiness for the next stage Use the Year Progress Review to identify and support students needing interventions Carry out the strategies, liaising with parents and appropriate agencies Work with the AHT for the stage to manage behaviour Lead and support the Year Leaders
UCAS and Apprenticeship Co-ordinator	1a	Head of Sixth Form	Sixth form admin re this role	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of people 	<ul style="list-style-type: none"> UCAS Apprenticeship support programme Intervention and support Relevant on-line software

				<ul style="list-style-type: none"> Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Relevant aspects of tutorial scheme Relevant aspects of speaker programme Support assembly programme
School Sports Co-ordinator	1a	Head of PEEL	Staff in the partnership	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> Lead the School Sports Partnership managed by Kingsbury High School Report on and publicise the achievements of the partnership Evaluate the work of the partnership annually Deployment of resources Develop and enhance the teaching of others Appraisal Support the Head of PEEL in the overall running of the faculty
Associate Head of Faculty (Vocational Education)	2c	Assistant Headteacher	Teachers when teaching voc ed.	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Manager of people The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> BTEC Quality nominee (see BTEC handbook for details) Overall management of BTEC programmes Encourage and promote good practice Leader for one subject

Associate Head of Faculty	2c	Head of Faculty	Staff in the subject or stage	<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Manager of people • The TLR aggregated responsibilities guide 	<p>Within part of the faculty:</p> <ul style="list-style-type: none"> • Care of staff • Leadership, management and development • Student progress and development • The curriculum • Assessment, recording and reporting and data analysis • Deployment of resources • Develop and enhance the teaching of others • Monitoring, evaluation and review • Appraisal
Vocational leaders	2b	Head of Faculty	Teachers when teaching the subject	<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<p>Within the vocational area:</p> <ul style="list-style-type: none"> • Act as Programme Leader (see BTEC handbook) • Student progress and development • The curriculum • Assessment, recording and reporting and data analysis • Deployment of resources • Develop and enhance the teaching of others • Monitoring, evaluation and review • Appraisal

Examination stage co-ordinator (Science)	2b	Head of Faculty	Teachers when teaching at the stage	<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Promoted teaching post not managing people The TLR aggregated responsibilities guide 	<p>Within the stage:</p> <ul style="list-style-type: none"> Monitor student progress Co-ordinate and determine appropriate examination entries for all students Coursework for combined Science when relevant Assessment, recording and reporting and data analysis Monitoring, evaluation and review Appraisal
Stage or subject co-ordinator	2a	Head of Faculty		<ul style="list-style-type: none"> Teachers' job description To deliver the Kingsbury expectations of effective teaching Teachers' standards, part 2 Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> Leadership & management expectations for: Promoted teaching post not managing people The TLR aggregated responsibilities guide 	<p>Within the stage/subject:</p> <ul style="list-style-type: none"> Management and development Student progress and development The curriculum Assessment, recording and reporting and data analysis Deployment of resources Develop and enhance the teaching of others Monitoring, evaluation and review Appraisal

Co-ordinator for debating and public speaking	2a	Associate HoF (Student Development)		<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • Co-ordinate and develop debating and public speaking opportunities in the lower school • Enter students for such competitive opportunities as may become available • Contribute to programmes for more able students • Assist with the development of oracy at the foundation stage
School Development (2 years)	3	Associate Assistant Head		<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • Undertake a role or project in whole school development in <ul style="list-style-type: none"> ○ T & L or ○ Cross-curricular or ○ Pastoral provision or ○ Mentoring NQTs beyond the faculty • Leading, implementing and evaluating the project • Sharing the outcomes with, and presenting them to, colleagues • Modelling the school's approach to the development of teaching and learning

<p>Duke of Edinburgh Co-ordinator (2 years)</p>	<p>3</p>	<p>HOF PEEL</p>		<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • All aspects of Duke of Edinburgh leadership, organisation and administration
<p>Literacy champion (3 years)</p>	<p>3</p>	<p>Head of English</p>		<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • To oversee and develop the programmes adopted to improve literacy for Year 7 students who attract the Year 7 catch-up premium • To implement, monitor and develop the Lit Programme and Units of Sound • To develop literacy in other ways within the foundation stage (Years 7 & 8) • Modelling the school's approach to the development of literacy

<p>Post-16 stretch & challenge: EPQ & Oxbridge Co-ordinator (3 years)</p>	3	AHT (Director of Sixth Form)	EPQ supervisors	<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • Co-ordinate EPQ provision post-16, including assessment of completed submissions • Co-ordinate the Oxbridge support programme • Liaise with Oxbridge alumni and link college • Write Oxbridge references • Support for potential Russell Group applicants pre-16 • Contribute to Higher Ed evenings and promote the Sixth Form
<p>Post-16 stretch & challenge: Debating and Model United Nations Co-ordinator (3 years)</p>	3	(AHT) Director of Sixth Form		<ul style="list-style-type: none"> • Teachers' job description • To deliver the Kingsbury expectations of effective teaching • Teachers' standards, part 2 • Leadership and management expectations: teacher level 	<ul style="list-style-type: none"> • Leadership & management expectations for: Promoted teaching post not managing people • The TLR aggregated responsibilities guide 	<ul style="list-style-type: none"> • Co-ordinate KHS Debating Society in the sixth form • Co-ordinate MUN provision ensuring participation in competitions • Support for Russell Group cohort pre-16 and the year 11 mentoring programme • Contribute to UCAS references • Contribute to promoting the sixth form • Co-ordinate a number of EPQ students/supervisors