**Job description**

**TLR 2 Teacher**

**Assessment Lead**

This appointment is subject to the current conditions of employment for Core Subject Teachers contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

Teaching and Learning Responsibilities

#### Areas of Responsibility and Key Tasks

This appointment will lead Assessment within the school to carry out the following:

**a) Strategic Direction and Development of assessment of Curriculum for Wales (with the support of, and under the direction of, the headteacher and senior leadership team)** To …

* develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning and assessment;
* have an enthusiasm for the assessment of Curriculum for Wales which motivates and supports other staff and encourages a shared understanding of the contribution assessment can make to all aspects of pupils’ lives;
* develop plans for assessment across the school which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the post inspection action plan;
* allocate responsibilities and duties in accordance with action plans to ensure colleagues across the school meet their responsibilities;
* monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
* Lead assessment, recording and reporting arrangements for all stakeholders, including sharing information with governors, transition arrangements and personalised assessments.
* Demonstrate skills and experience necessary to lead assessment across the school.
* Work closely alongside strategic phase leads, ALNCO and intervention leads to assess and track pupil progress and provision across the school.

**b) Teaching and Learning** To …

* display flair and creativity in engaging, enthusing and challenging groups of pupils;
* use your own class as an example of high-quality teaching and learning where pupils are enthusiastic and respond positively to challenge and high expectations;
* ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan/post inspection action plan;
* establish clear targets for achievement in the curriculum team subject areas where appropriate and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
* evaluate the teaching of the subject by the monitoring of teachers’ plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

**c) Leading and Managing Staff across the school** To …

* enable all teachers to achieve expertise in planning for, teaching and learning for assessment through example, support and by leading or providing high quality professional development opportunities;
* demonstrate an excellent ability to advise and support other teachers across the school;
* provide clear feedback, good support and sound advice to others;
* provide examples, coaching and training to help others become more effective in their teaching;
* help others to evaluate the impact of their teaching on raising pupils’ achievement
* ensure that the headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development plan/post inspection plan
* Lead staff in developmental activities (from PIAP or self-evaluation of specific areas) and evaluate outcomes to improve.

**d) Effective Deployment of Resources To** …

## support the headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources for assessment;

* be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation across the school and report to the headteacher;
* support the headteacher by maintaining efficient and effective management of the expenditure for the curriculum.

**e) Other professional requirements…**

* have an in-depth knowledge of teachers’ professional duties and legal liabilities;
* operate at all times within the stated policies and practices of the school;
* maintain effective working partnerships with parents and governors;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* contribute to whole school life through effective participation in meetings and management systems necessary to co-ordinate the management/leadership of the school;
* take responsibility for their own professional development and duties in relation to school policies and practices;
* take on any additional responsibilities which might from time to time be determined.

**e) Specific responsibilities**

* To lead and develop an area of learning experience to create an understanding of its role in children’s learning;
* To lead and develop the planning for progression of an area of learning experience across the school;
* To be responsible for the development and implementation of assessment across the school;
* To be a line manager for nominated staff;
* To lead a school committee group showing impact on key areas across the school;
* To work in conjunction with staff to support and develop identified school initiatives;
* To lead on an area of the post inspection action plan and show whole school impact;
* To contribute to the school’s extra-curricular timetable.

#### Accountability

* To the head teacher

**Teaching Main Responsibilities**

1. **TEACHING**

* 1. Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work
  2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils

1.3 Participate in arrangements for preparing pupils for external examinations

2. **Whole School Organisation, Strategy and Development**

2.1 Contribute to the development, implementation and evaluation of the school’s polices, practices and procedures in such a way to support the school’s values and vision

2.2 Work with others on curriculum and or/pupil development to secure co-ordinated outcomes

2.3 In accordance with Section 51.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

3. **Health, Safety and Discipline**

3.1 Promote the safety and well-being of pupils

3.2 Maintain good order and discipline among pupils

4. **Management of Staff and Resources**

4.1 Direct and supervise staff assigned to them and, where appropriate, other teachers

4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff

4.3 Deploy resources delegated to them

5. **Professional Development**

5.1 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff

5.2 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

6. **Communication**

6.1 Communicate with pupils, parents and carers

7. **Working with Colleagues and other Relevant Professionals**

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond school

**Protecting Children and Vulnerable Adults is a core responsibility of all staff.  Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.**

**Professional Standards**

All post induction teachers will move to the new professional standards for teaching and leadership by 1 September 2018.

The professional standards for teaching and leadership consist of five professional standards with overarching vales and dispositions. Each professional standard is divided into elements with descriptors that exemplify the application of each standard. The duties above should be read in conjunction with these standards which can be seen by accessing the link below

**https://hwb.gov.wales/professional-development**

**This document should be consulted for the full range of duties and responsibilities of a Teacher.**