



# The Holy Trinity Church of England Secondary School

## Job Description – Team leader

**Post Title:** Team leader for Geography

**Purpose of the role:** *To lead and manage Geography area*

**Grade:** TMS/UPS TLR 2B

**Accountable to:** Head of Department / Designated SLT Link

**Conditions of Service:** Reference should be made to the School Teachers' Pay and Conditions Policy, including the specific provisions referred to in this job description, and to the National Professional Standards for Qualified Teacher Status published by the DfE.

- This job description encompasses the key areas of work for which the post holder is responsible over and above their role as a classroom teacher. It should be read in conjunction with the job description for the relevant scale/spine classroom Teacher.
- Specific priorities will be agreed for individual leaders with their line manager on an annual basis. Details of the initial focus will be given in the job details for the post.
- Additional responsibilities will reflect the level of TLR which goes with the post.
- The JD will be reviewed annually but can be modified in the interim following negotiation.

Key Accountabilities	Key Tasks
To exercise effective leadership	<ul style="list-style-type: none"><li>• Lead by example, acting as a role model for good practice through consistently good or better classroom teaching, regular reflection on your practice and engagement in appropriate CPD</li><li>• Build professional capacity within your area of responsibility</li><li>• Develop and use a range of leadership styles.</li></ul>
To support the school development plan by ensuring continuous improvement within your area of responsibility.	<p><b>Extend the school/department leadership in your area through</b></p> <ul style="list-style-type: none"><li>• Sharing a clear vision and establishing a positive culture of high expectation.</li><li>• Establishing an effective learning environment.</li><li>• Ensuring effective formative and summative assessment in your area</li><li>• Analysing relevant hard and soft data and planning appropriate intervention and development in response to this.</li><li>• Implementing intervention plans to ensure all students make appropriate progress.</li><li>• Ensuring school and department quality assurance and review systems are operating effectively.</li></ul>
To hold self and others to account as you review, monitor and evaluate current practice.	<ul style="list-style-type: none"><li>• Agree a personal action plan with your line manager each half term.</li><li>• Carry out appraisal reviews for identified members of your team, and communicate effectively regarding any colleagues with shared roles.</li><li>• Timetable quality assurance procedures, including lesson observations, feedback and regular reviews of student work.</li><li>• Confront and challenge underperformance within your area of responsibility.</li></ul>