**Pendle Community High School & College**

**Teacher with TLR – Post 16**

**Job Description**

**Job Title:** Teacher with additional Teaching and Learning Responsibility (TLR) -

Post 16 (College)

**Accountable to:** Deputy Headteacher

**Main Responsibilities:**

* To undertake general responsibilities of the class teacher (up to 80% timetable) and ensuring individual pupil needs are effectively met
* To undertake additional responsibilities related to the designated Teaching and Learning responsibility
* To actively contribute to the Extended Leadership Team developments across school and college

**Main Tasks:**

1. To undertake the general responsibilities of the class teacher (up to 80% timetable) and ensuring individual pupil needs are effectively met

* Carrying out duties of a general class teacher as set out in the current School Teachers’ Pay and Conditions Document and generic teacher’s job description (see attached). This generally includes the teaching of functional skills (literacy and/or maths), unit awards, life skills etc.
* Undertake lead responsibility for Vocational Education (including work experience and careers).
* Active contribution towards Individual Education Plans, Education Health and Care Plans and Annual Reviews (for students taught).
* Shared responsibility for the safeguarding, personal development and well-being, and social, emotional and behavioural support of all pupils.

1. To undertake additional responsibilities related to the designated Teaching and Learning Responsibility (TLR)

* Lead practitioner for delivery and implementation of Post 16+ curriculum and overseeing associated accreditation.

* Key responsibility for overseeing effective teaching and learning for all independent and supported learners in college.
* Effective day-to-day management of staff teams across college(e.g. oversight, monitoring and quality assurance of planning, marking and annotation, IEP targets, Annual Review comments etc).
* Oversee /support moderation of assessment and input of progress data on ‘Onwards-Upwards’ including literacy and numeracy.
* Contribute to the induction and line management of non- teaching staff.
* Attend Post 16 -19 cluster and networking groups

1. To actively contribute to the Extended Leadership Team developments across school and college

* Active membership of the Extended Leadership Team including participation in a range of associated projects and whole school/college initiatives.
* Active contribution to wider school improvement planning, implementation of whole school policies and self-evaluation.
* Active contribution to and maintaining the ethos, values and purposes of school and college.
* Active EVC coordinator (College)
* Other such duties as delegated by the Headteacher