Team Leader Job Description

Team Leader Position: Middle School, Years 3-4, St Mary’s Catholic School

Reports to: Principal
Responsible for: All Teachers in five Year 3-4 Classes

A team leader is expected to lead the Middle School teaching team and is responsible for the learning programmes and pastoral care of all children in the team.

Person Specification:
1. Demonstrates the skills and ability to be an effective leader for the Middle School Team
2. To be an effective communicator and collaborator with other teachers, school leaders, parents and students
3. To be a positive role model for other teachers in the team – sound curriculum knowledge, effective pedagogy, enthusiastic, motivated, innovative and a willingness to accept challenges in a positive manner
4. A willingness to actively support Senior Management to implement the vision as outlined in the School Charter
5. A willingness to contribute to the extracurricular life of the school
6. To be able to promote the school appropriately within the wider community
7. A willingness to promote the Catholic Special Character of the school

Specific Responsibilities:
1. Responsible for the day-to-day organization and management of the Middle School Team and Middle School Team school events.
2. Maintain effective communication with School Leadership, Staff, Parents, Outside Providers and students regarding Senior School events and programmes
3. Co-ordination and leadership of team meetings and ensuring a copy of all meeting minutes are provided for the Principal and posted on the Middle School Team online area
4. Ensure that Middle School Team Teachers meet school requirements for planning
5. Ensure that all Middle School Team teachers meet all school deadlines for assessments, data entry into SMS, reporting, required documentation and class blogs.
6. Regularly meet with the Principal during Senior Teacher Release time
7. Ensure that the content of the School Charter is embedded in Middle School Team Learning Programmes.
8. Develop leaders within the team and identify and utilize teacher talent within the Team - delegating where applicable.
9. Monitor the progress of students in the Middle School Team to ensure all students are making expected or accelerated progress.
10. The ability to analyse team assessment data and ensure that each teacher within the Middle School team is delivering a regular and quality literacy reading / writing / numeracy programme that meets the learning needs of students.
11. Ensure that learning programmes within the Middle School Team align with the New Zealand Curriculum and official Religious Education curriculum for Primary Catholic Schools in Aotearoa New Zealand.
12. Overview of Appraisal Goal Setting for teachers in the Middle School Team and assist with the appraisal of staff (where required)
13. Monitoring of Middle School Team Student Behaviour Management; providing support

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and guidance to Team teachers where necessary.

15. Induction of new staff members into the Middle School Team and provision of guidance and support in implementing school-wide programmes.

16. To ensure that parents and whanau feel welcome, a part of the school community and have opportunities to understand how they can assist their children with their learning.

17. To support Middle School Team staff to provide appropriate programmes for at risk students, high ability students and those students with special learning needs.

18. Other responsibilities as specified and negotiated by and with the Principal. Details to be outlined here.

**Conclusion:** The Middle School Team Leader will take responsibility for all matters relating to the Middle Team including personnel, curriculum, student welfare, organisation, communication, home and school links and most importantly the achievement of their students.

**Team Leader Signature:**

**Date:**

**Principal Signature:**

**Date:**