

Clearview Primary

TEAM LEADER JOB DESCRIPTION



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General Statement of Responsibilities

As Team Leader

- Share school leadership responsibilities with the Principal and other SMT members.
- Support the Principal to meet the goals in the Strategic and Annual Plans.

As a class teacher

- Teach in accordance with the Code of Standards for the Teaching Profession.

Team Leader Responsibilities

Effectively lead a team to:

- Improve student achievement through collaborative 'Teaching as Inquiry'.
- Meet the team's student achievement targets.
- Strengthen aspects of planning, assessment and evaluation across the team
- Provide opportunities for students to understand and take responsibility for their learning:
- Increase the level of te reo and tikanga Māori in classroom programmes to extend students' understanding and knowledge.
- Develop a high functioning team focused on improved student outcomes.

Management Responsibilities

- Maintain records/communication for areas of responsibility (newsletters, reports, student achievement data etc). Provide reports as required to management and Board of Trustees.
- Manage budgets for the areas of your responsibility as listed in the Annual Plan, in line with school policy and guidelines.
- Organise Team/Professional Learning meetings.
- Organise/Co-ordinate Team Professional Learning and Development as required
- Co-ordinate Team assemblies (schedule, awards, certificates etc).
- Co-ordinate Team events, trips, sports, buses etc including RAMs forms.

Signed: _____

Signed: _____

Date: _____

Date: _____

Name: _____

Name: _____

Team Leader

Principal