

Team Leader Job Description

Role:	Team Leader
Responsible to:	Board, Principal, Deputy and Associate Principals
Coach:	Jason Elder
Remuneration:	The equivalent of Two Fixed Term Units: \$4500 x 2 Opportunity to be a Mentor Teacher when the situation arises: \$4000
Budget:	Team Budget = \$1200
Standards of Teaching	Stratford Primary School Shared Teaching Expectations 2021+ that are aligned to the Standards of Teaching,
Professional Standards	Expected Outcomes are based on the 'Interim Framework of Professional Standards for Teachers' (1 February 1998) for Experienced Teachers .

Leadership Position: Team Leader

What the Role Involves: Team Leaders play a critical role in ensuring the work of the school gets done, while guiding team members to grow their practice towards the schools Annual Goals and SPS Standards of Teaching.

1. Team Leaders achieve this by...
 - a. Modelling our AIM High Values: Manaakitanga (Respect for self, others and the environment).
 - b. As part of the Leadership Team, support the achievement of the annual plan goals in the SPS School Charter.
 - c. Ensuring teams are organised with planning and teaching so students get the best learning opportunities.
 - d. Modelling, embedding and supporting their team to uphold our school tikanga and culture.
 - e. Ensuring their team completes accurate assessment information that is on time (Markbooks, Priority Learners, Moderation of OTJ's).

f. Ensuring learners are receiving regular and quality feedback from their teachers.

2. Team Leaders also support team members and support staff wellbeing so they are at their best for learners in the team and across the school.

Expected Outcomes for Team Leaders

- Team Leaders work collaboratively as part of the Leadership Team as per the shared set of values.
- Team Leaders always model school values, culture and their own wellbeing with their team and staff across the school.
- **To regularly visit each team members classrooms and provide them feedback on their development:**
 - Value and purpose: Support team members and ensure consistent practice in line with our Annual Plan Goals. E.g. formative feedback on the six writing features, Te Reo Goals, Basic Facts.
 - Coordination and making it happen. → set up the process with your team each term to share and monitor Writing, Basic Facts and Te Reo Māori goals. Q: Can Team Leaders see triangulation with planning, modelling books, tamariki learning and voice, and assessment?
- **Team Leaders are organised in coordinating the teams direction for each term:**
 - Long Term Plan, Team Timetables, Teams Newsletter (Including educating whānau around Tikanga and Te Reo Māori focus areas for the term).
 - Team Meeting agendas: See Team Leaders Meetings minutes.
 - **Schoolwide assessment: Markbooks.** Accurate data between the Year Levels; Markbooks book data is based on evidence from OTJ's; Markbooks are updated by confirmed dates. Confirmed Markbooks are completed by the Team at the schedule times: Writing markbook; Mathematics markbook; Reading markbook. Moderation: Ensure the consistency of markbooks and reports at the end of each term.
 - **Note:** Teachers should be updating markbooks for priority learners through the term as noted above.
 - **Team Agenda:** Kids on the radar; What's coming up in the next week; Priority Learners/Sharing what we have used in class; Planning: A lot of time is spent around senior activities (impacts on planning time).

Tutor Teacher Role (If Applicable):

1. Advice and Guidance Programme:
 - a. Meet regularly with your PRT to develop a professional relationship, and jointly develop and document a programme of advice and guidance, which meets the Teachers Council's requirements.
 - i. [Click here to view Stratford Primary School's PRT Folder.](#)
 - b. Ensure that the Teachers Council requirements for documentation are met by following the system setup at SPS:
 - i. Complete the initial induction process.
 - ii. Complete the ongoing induction process, where the PRT self reflects on their progress.
 - iii. Keep ongoing notes on meetings and teacher progress using the PRT Doc.
 - iv. The Tutor Teacher completes the End of Term Report.
 - v. The Principal attests the teacher has met the Standards of Teaching by using the above information.

Expected Outcomes for 2024:

1. Observations: Yr 1: Regular informal observations where the Tutor Teacher uses the PRT time; Yr 2: At least twice a term.
2. Meeting: Yr 1: Weekly meetings; Yr 2= Fortnightly meetings. Tutor Teachers to make out the direction of each meeting based on the PRT's needs.
3. Documentation: Points 1 and 2 are documented. All work is dated and provides the main points of the discussion, next steps and progress against ongoing goals.
4. Reporting to the Principal: A report is shared with the Principal before the end of Term 1 and Term 2; Tutor Teachers also complete the Professional Growth Commendations and Next Steps with their Beginning Teacher at the start of Term 4.