

## **TEAM LEADER JOB DESCRIPTION**

*This document provides an overview of the expectations of Team Leaders. It is an attachment to, and extension of, the teacher job description as guided by the [Standards for the Teaching Profession](#).*

### **PURPOSE:**

Work collaboratively to ensure high quality teaching and learning in the team, promotion of Waterloo School's vision and values, supporting all learners to meet their potential, and providing an environment that enables teachers to meet their professional responsibilities outlined in the Standards for the Teaching Profession.

### **KEY TASKS TO ACHIEVE THIS:**

#### **1. Professional Leadership**

- a. Model and promote the school's vision and values and lead the implementation of the school's strategic plan within the syndicate
- b. Be enthusiastic and positive about future possibilities at school
- c. Develop a cohesive team where staff relationships are valued, support is provided, group decision making is encouraged, and effective communication exists
- d. Create a shared knowledge of student needs across the team (our students vs my students)
- e. Be an effective role model to other staff members, students and whānau
- f. Be professional in fielding concerns from staff and parents, informing the Principal/DP as appropriate

#### **2. Relationships**

- a. Create a collaborative and supportive working environment
- b. Know and understand the people in the team (the staff, the students, whānau) and show empathy towards them, monitor wellbeing
- c. Be prepared to have 'difficult conversations' when required
- d. Develop co-operative relationships with staff across the school

#### **3. Pedagogy**

- a. Ensure that planning, assessment and practice in the team reflect the requirements of the Waterloo Curriculum
- b. Ensure that recording systems are in place for student progress and achievement and records are consistently kept across the team
- c. Challenge teachers to try out new and innovative teaching strategies

#### **4. Growth**

- a. Provide guidance and support to teachers through the professional growth cycle process
- b. Coach others to improve and to recognise and achieve their capacity in areas of professional learning and in culturally responsive practice
- c. Provide sound behaviour management advice to the team
- d. Support teachers to grow their leadership capability

#### **5. Culture & Climate**

- a. Establish a culture of respect, support and trust within the team, where open and honest conversations can be had about teaching and learning
- b. Delegate appropriate tasks to staff, monitor their work and provide appropriate support
- c. Support teachers to meet deadlines and identify any issues that may arise

#### **6. Administration**

- a. Attend and participate effectively in all Leadership Team meetings and communicate information to the syndicate as required
- b. Organise and lead weekly syndicate meetings covering:
  - i. Professional learning and reflection on teacher practice
  - ii. Tracking and monitoring student progress, achievement, behaviour, wellbeing
  - iii. Planning and programme organisation
  - iv. Ensuring consistency of curriculum delivery and assessments
  - v. Team expectations – sharing planning, bookwork and behaviour techniques, etc
  - vi. Administration (however this should be kept to a minimum and should be done via other avenues where possible e.g. email)
- c. Ensure minutes are recorded and shared with the Leadership Team
- d. Send out a syndicate newsletter each term with an outline of the term overview, programmes planned, trips, etc
- e. Supply dates to the staff calendar
- f. Monitor workloads by ensuring teachers receive information in plenty of time
- g. Involvement in the appointment of teaching staff when required

Team Leader:

Principal:

Date: