



## Team Leader Job Description - 2020

The following document outlines the role and responsibilities attributed to Team Leader at St Michael's Catholic Primary School





**Scope of Employment:** As outlined in the employment letter. Please see relevant contractual agreements in respect to requests for leave / resignation.

**Contractual Obligations:** Contractual agreements, terms and conditions are as implied under the current 'The Primary Teachers Collective Employment Contract'. If employees are not members of the New Zealand Educational Institute, then an individual employment contract will be established.

**Responsible To:** The Principal for professional duties. The Board of Trustees, Parents and Community in the carrying out of the school's charter goals.

**Responsible For:** All aspects of leadership within the designated team, promoting the schools vision and values, student development and achievement, whilst working within the aims, policies and objectives, and financial limits of the Annual Plan. Demonstrating a commitment to upholding the school's special Catholic Character

**Functional Relationships:**

1. Pupils
2. Teachers and school administration staff
3. Principal
4. School Board of Trustees
5. Senior Management Staff
6. Parents
7. The community



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**Key Objectives:**

1. Leadership in monitoring student progress and achievement, student welfare, planning, assessment, reporting and reflection within designated team/syndicate
  - Monitor (through discussion and reviewing data), respond to and report on student's progress and achievement of the team/syndicate
  - Know the pupils and team members as fully as possible and support students
  - Ensure team members are aware of each term's monitoring expectations and allow time for discussion and guidance at team meetings (where required) in order for deadlines to be met
  - Foster, develop and promote a collegial learning centred environment within the team/syndicate
  - Ensure delivery of a balanced curriculum which incorporates St Michael's Catholic School curriculum components e.g. values and learning competencies
  - Ensure the planning is shared fairly between syndicate members and individual strengths are recognized and enhanced.
  - Be an effective role model and support agent to team members across the school
  - Facilitate the establishment and growth of a vibrant and reflective learning network
  - Ensure a team/syndicate long term plan is developed collaboratively, followed and reviewed
  - Ensure the team/syndicate's class programmes cater for students with special abilities
  - Ensure positive and engaging learning environments are established to meet the needs of all students in the team/syndicate
  - Facilitate the re-structuring of report formats and learning stories as required
  - Ensure class trips and events are well planned in advance, RAMS forms completed, included on the school wide documentation and on the staff notices



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- Ensure ALL newsletters are viewed and approved and kept on record in the office
  - Value, mentor and coach team members – formally and informally
  - Set and communicate team/syndicate assessment requirements (including guidelines for catch ups) over and above school requirements, ensuring validity of assessment through moderation etc
  - Maintain and respond appropriately to the pastoral care/discipline of students and staff in the team/syndicate
  - Coordinate and manage resources e.g. curriculum resources for your area, buying maintaining and reviewing
  - Feedback and feed forward relevant information between SLT and syndicate meetings /team members
  - Conduct regular self-reviews of teaching and learning in the syndicate (yearly PMI)
  - Induct new staff members
  - Plan for and implement Team/Syndicate Meetings
  - Set syndicate meeting agendas and ensure minutes are recorded and sent through to the Principal and Deputy Principals in a timely manner
  - Inform any specialist staff or management of any items on the agenda which are relevant to their role in the school and ask for their attendance where appropriate
  - Create a culture where there is collaboration in team/syndicate meetings, direct discussions, and ensure flow, mediate if required
  - Plan time for teaching and learning discussions
  - Meet regularly as a team and ensure people who are not at the meeting are aware of the items covered



## **2. Active participation in the school leadership team**

Promote a culture of teaching as inquiry

Support and contribute to the school's strategic plan

Communicate effectively with other teams across the school

Be proactive with timetable changes

Stay up to date with educational trends and curriculum development – professional readings

Support and share ideas with other syndicate leaders – make use of their expertise.

Ensure key information is shared in a timely and appropriate manner between syndicate members and other staff as necessary

As a leader develop a learning network which values and supports the school vision, allows individuals to contribute and encourages group decision making

Advocate what is best for children and the organisation

## **3. Establishing and maintain positive Relationships throughout the school**

Actively support the direction of the school and other members of the leadership team

Act as an intermediary between designated syndicate and senior leadership

Communicate effectively with key stakeholders: students, other staff, parents and the wider community



Be honest, open and supportive

Liaise with support organisations and others as necessary

Respect the roles and responsibilities of the Board and Principal, especially as they affect the community and school staff

Ensure that the Principal is aware of all matters, that may be significant in the running of the school Demonstrate and promote the vision, values and learning competencies of the school

Ensure that you lead with moral purpose

Model appropriate values of leadership eg. collaboration, communication, honesty, integrity, resilience, perseverance, self management, problem solving, creativity

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties.

I understand that tasks or assignments may be added or removed from the job description by the Principal at any time, without prior notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_