

Team Leader – Role Description

Reports to: Assistant Principal, Deputy Principal and Principal

Role purpose: To strengthen teaching and learning, grow teacher capability, and build a positive, professional team culture that supports positive outcomes for all learners.

What Matters Most in This Role

1. Teaching and Learning Come First

Your priority is the quality of teaching and learning in every classroom in your team.

You do this by:

- Keeping teaching and learning at the centre of all decisions
- Supporting teachers to strengthen their practice
- Ensuring agreed teaching approaches and programmes are implemented with fidelity

Fantastic teachers make the biggest difference.

Your leadership focuses on helping teachers to be the best they can be.

2. Growing the Capability of Your Team

You lead people, not just systems.

This includes:

- Coaching and supporting teachers to grow confidence and capability
 - Knowing your team well – their strengths, needs, and next steps
 - Creating a culture where teachers feel supported, challenged, and safe to learn
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3. Monitoring and Prioritising for Impact

You cannot be everything to everyone. Effective leadership requires clear priorities.

You are expected to:

- Use data and observations to identify where your leadership will make the biggest difference
 - Prioritise your time and energy accordingly
 - Be transparent with your team about your leadership focus. For example: "This term my focus is on writing across the team, so my leadership time will be used to support planning, observe lessons, and give targeted feedback in this area."
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4. Building and Protecting a Positive School Culture

As a Team Leader and member of the senior leadership team, you are always leading.

This means:

- Being mindful that what you say, and how you respond, matters
- Communicating clearly, calmly, and respectfully
- Modelling professionalism and solution-focused thinking, especially during challenging times.

How you respond to decisions or change sets the tone for others.

5. Loyalty, Integrity, and Professional Responsibility

Open and robust discussion is encouraged at the right time and space.

In this role, you are expected to:

- Be honest and constructive in leadership discussions
- Be a strong and respectful voice for your team
- Support decisions once they are made
- Help your team move forward positively, even when work is challenging

You help shape the culture through how you balance advocacy, professionalism, and collective responsibility.

Key Leadership Responsibilities

Alongside the expectations above, Team Leaders are responsible for:

- Leading effective team meetings with a focus on teaching and learning
 - Supporting collaborative planning and curriculum coherence
 - Monitoring student progress and wellbeing within the team
 - Supporting Professional Growth Cycles for team members
 - Contributing to school-wide initiatives and leadership discussions
 - Specific annual responsibilities and focus areas will be agreed with the Principal.
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This role description is intended to provide clarity and focus. It may be refined as school priorities evolve, in consultation with the Principal.

Signed:

Date: