

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Purpose of the Post:

Assist the head teacher and other senior leaders in managing and developing the school in seeking to attain high standards of leadership, teaching, behaviour and safety and pupil achievement

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher: In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as a senior leader, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 -

Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress. and outcomes;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere;
- Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

Management of staff and resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with school policies.

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school;

Accountabilities for all Staff on UPS and senior leaders

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

Additional Accountabilities for the Maximum of the Upper Pay Range / senior leaders

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Assessment Leader and Additional Core Area of Responsibility

In addition to the responsibilities of class teacher as set out in the attached document and the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Responsible to: Headteacher or Deputy headteacher Responsible for: A Performance Management Group

Purpose of the post:

- To promote the use of quality assessment within the school to secure consistent use of tracking systems, assessment materials and target setting and to promote high quality teaching, the effective use of resources and the highest standards of learning and achievement for all pupils.

Responsibilities of the post:

- Design (with senior leaders) and manage an annual assessment calendar that meets the needs of the ARA and the school
- Lead and manage on statutory assessment arrangements in close conjunction with senior staff and colleagues in Reception, Year 2 and Year 6.
- Produce a data pack at least 3 times year and report to governors at Pupil Provision Committees as required
- Impact on educational progress beyond the teacher's assigned pupils
- Monitor the tracking of all pupils and in conjunction with class teachers and leaders monitor the progress of individual pupils especially those within the Pupil Premium Group
- Ensure that all staff are using tracking systems correctly to monitor progress of children
- Develop and update assessment policies
- Co-ordinate the organisation of annual reports to parents
- Support in preparing documentation for pupil progress reviews and ensure it is delivered to staff in a timely manner
- Take part in and help organise parents' evenings and other events

Leading, developing and enhancing the teaching practice of others

- Arrange and promote training in assessment especially for new staff and staff not using systems effectively
- Lead on INSET days.
- Monitor, assess and develop the teaching practice and roles of the class teachers in relation to assessment procedures.
- Organise and develop moderation processes across the school

Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum

- Establish, introduce and update policies for subject and assessment
- Promote use of agreed system within the school
- Evaluate assessments for use throughout whole school and make regular recommendations to SLT by being up to date with trends locally, nationally and globally. Take a lead on new initiatives and in particular 'Life Without Levels'
- Continually monitor use of system within the school and look to update and improve.
- Set learning goals to be included in the school development plan and monitor progress towards these goals.
- Ensure that all staff are appropriately trained in the use of the systems and give additional support where necessary

Management responsibility

- Monitor, assess and develop the roles of the class teachers in tracking and target setting
- Undertake decision making and policy development across the school

Maintain lines of communication across the school

- Liaise with outside agencies
- Get to know all pupils across the school as well as possible
- Address and support poor performance in staff in line with school policy
- Membership of SLT

Resources/Administration

- Manage the resources of the team effectively.
- Manage the collection and entering of data six times a year following school systems
- Organise additional staff in clerical administration tasks related to assessment
- Liaise with other schools within the MLP to develop assessment practices

Pupil Progress and Development.

- Liaise with outside agencies and network as appropriate with other users of system to share information
- Ensure that data is used robustly to inform planning and progress.

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This job description and related documents provide the standards and framework for Performance Management Objectives for an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

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Signed Job Holder Signed Headteacher

Date: