

JOB DESCRIPTION

Job Title: Class teacher + TLR2a

Teachers are required to carry out the responsibilities of a school teacher as set out in School Teacher's Pay and Conditions Document It is a requirement that all teachers meet the required professional standards at the appropriate level.

Main purpose of post

- Responsibility for leadership and management of a staff team within a key phase and raising standards in teaching and learning.
- To contribute to the leadership team of the school
- Undertake such duties as delegated by the Headteacher
- To lead a subject throughout the school
- To carry out the professional duties of a school teacher including those set out in Teacher's Pay and conditions of employment having due regard to the requirements of the National Curriculum, school policies and schemes of work
- To meet the required professional standards at the appropriate level.
- To provide an effective education for children by teaching within the framework provided by the governing body and with regard to all statutory requirements

Knowledge and Understanding

- Have knowledge of and keep up to date with the new National Curriculum
- Prepare and deliver curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of the pupils
- Contribute to the whole school curriculum development and to reflect such initiatives in classroom practice
- Deliver each pupil's entitlement to a broad and balanced curriculum, according to their stage of development
- Support and promote the School's mission and aims and all school policies
- Support and promote the School's Special Educational Needs policy and monitor identified pupils through the staged procedures
- Participate in Parents' Evenings and meetings with other professionals
- Participate in arrangements made in accordance with Educational Regulations for the review of individual performance
- Have a commitment to further your own professional development and to the principle of continuous improvement
- To lead a curriculum team to impact on school improvement for areas of the curriculum

Skills and abilities

- Provide an interesting and stimulating environment for the children, using a variety of teaching and learning styles to keep all pupils challenged
- Provide appropriate levels of challenge, so that all pupils' make good progress
- Make effective use of assessment information on pupils' attainment and progress and use this in planning lessons
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Encourage a caring atmosphere in which children, learning assistants and teachers work cooperatively and effectively
- Develop and maintain good relationships with parents as partners in their children's learning and with others who have an interest in the welfare of the pupils
- Contribute towards the professional development of other members of staff by disseminating information and by participating in discussions with regards to the curriculum and other related issues
- Contribute to wider life of school e.g. through extra-curricular activities. This would also include participating in Walking Day, Gala Day and the Christmas Fayre.

- Have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy
- Lead by example by setting a high standard in relationships with others and in self –presentation.

To meet the DfE Teachers' Standards as follows:

PART ONE: TEACHING

- 1.** Set high expectations which inspire, motivate and challenge pupils
- 2.** Promote good progress and outcomes by pupils
- 3.** Demonstrate good subject and curriculum knowledge
- 4.** Plan and teach well- structured lessons
- 5.** Adapt teaching to respond to the strengths and needs of all pupils
- 6.** Make accurate and productive use of assessment
- 7.** Manage behaviour effectively to ensure a good and safe learning environment
- 8.** Fulfil wider professional responsibilities

PART TWO:

Personal and professional conduct

Please refer to the full **Teachers' Standards** found on the DfE website: www.education.gov.uk/publications

PHASE LEADERSHIP

- To support, motivate and inspire a key phase team to ensure high standards in teaching and learning
- To manage the performance of staff alongside the Headteacher and address any underperformance
- To ensure that each curriculum subject is given an appropriate amount of time across the phase and taught in line with school policies
- To ensure consistency in quality of learning and feedback
- To ensure that teachers are developing their use of assessment for learning and using school assessment systems to record children's attainment and levels of progress
- To analyse key stage data to identify any trends or underperformance and to formulate key actions as necessary, keeping the Headteacher apprised.
- To monitor pupil progress and hold pupil progress meetings half termly

SUBJECT ADVISER

1. To draw up guidelines for teaching and learning in the subject throughout the school.
This will involve the production of a policy for the subject and a scheme of work for discussion and agreement with the teaching and clearance by the senior management team and confirmation by the Governing Body.
2. To ensure that the necessary resources are available and accessible within current expenditure policies.
This will involve maintaining an inventory of resources, and identifying, justifying and costing priorities for enhancement and replacement of resources at least annually, through curriculum review, as part of the cycle of the school development planning.
3. To ensure the effective implementation of the agreed guidelines.
This will involve the establishment of appropriate standards and targets with other members of staff and the monitoring of planning, delivery and attainment in classroom.

4. To act as consultant to other members of staff.
This will involve identifying strengths and weaknesses as a result of monitoring and providing support through discussion, materials, joint teaching and in-service training, and identifying training priorities as part of the cycle of school development planning.
5. To evaluate the guidelines and suggest modifications in the light of monitoring.
This will involve evaluating assessment results and the effectiveness of the guidelines, undertaking an annual review of their content and organisation, and making recommendations to the Senior Management Team as part of the cycle of school development planning.
6. To keep up to date with current development in the subject.
This will involve attending relevant in-service training in the subject in light of the school's professional development priorities, keeping abreast of relevant statutory and non-statutory guidance (especially for subjects of the National Curriculum and Religious Education) and current reading and materials in the subject.
7. To encourage and promote interest in the subject throughout the school.
This will involve arranging displays of teaching materials and pupils' work, disseminating good practice and interesting work from within the school and elsewhere, and developing fieldwork, educational visits and extra curricular activities.
8. To establish and maintain links to support the effectiveness of the subject within the whole curriculum.
This will involve reporting regularly to the Governing Body and facilitating any Governor links with the subject, providing information for parents, establishing curricular liaison with the main receiving secondary school and forming links with local community or business organizations or other relevant agencies.

**The job description does not replace the current School Teachers' Pay and Conditions statutory instrument. It is subject to renegotiation at the instigation of the teacher and Head teacher and is not exclusive of the full range of teachers' professional duties.*