



Robins Lane Primary School

Job Description: Class teacher (with TLR)

Job Title: Class Teacher and School Improvement Leader with responsibility for English and Assessment

Salary Scale: Main Scale + TLR 2a

Responsible to: Head Teacher

SECTION 1 – Purpose of job and TLR main activities/job description

1 Purpose of Job

- To carry out the duties of a school teacher as set out in Part X11, paragraphs 71-76 (inclusive) of the 2005 School Teachers' Pay and Conditions Document and outlined in SECTION 2, below.
- This is a Teaching and Responsibility post and, as such, requires you to be responsible for ensuring the continued delivery of high quality teaching and learning.
- To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying, health and safety, child protection and equality.
- To co-ordinate and evaluate teaching and learning within a given phase and ensure continuity and progression throughout the curriculum
- To lead, co-ordinate and evaluate curriculum breadth, continuity and progression within an identified area
- As a Teaching and Learning Post you will be responsible and take ownership for leading an agreed area of the school improvement plan in order to secure high quality standards of achievement, personal development and well being, leadership and management and quality of provision for all pupils in the school. From September 2018 you this will be: Leader for English and Whole School Assessment. This priority will be reviewed according to current school improvement need.
- Design and lead a whole school programme to improve the outcomes for agreed areas of school improvement.

2 Main Activities

- To ensure statutory requirements of National Curriculum for your subject/area are met.
- To be responsible for the leadership and development of your subject/area and reporting to the Governing Body / Committees through termly report sheets and other reports as necessary.
- In line with our monitoring and evaluation policy, to take responsibility for monitoring standards and to advise on actions necessary to improve standards in your phase/subject/area throughout the school, taking account of all pupils' individual needs, including those of the Gifted and Talented.
- In line with the School Assessment Policy, to review and, if necessary amend the current system of recording, monitoring and evaluating children's progress, including end of year assessments, to inform future teaching and learning.
- To use data effectively to establish and ensure clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, FSM, pupils with English as an additional language and other learning groups as appropriate and identified
- To prepare and review, annually, Subject and Phase Development Plan, feeding into the School Improvement Plan.
- To be involved in the overall review and updating of the School Improvement Plan.

- As a member of the Leadership Team- analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
 - To demonstrate good practice in your subject/area, using a range of teaching and learning styles and to support all staff who teach or provide teaching support within the subject/area.
 - To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
 - To be aware of new initiatives in your subject/area and to develop links with support and other outside agencies. To then advise other colleagues accordingly, e.g. development of INSET and leading staff meetings.
 - To organise and lead professional development where appropriate
 - To be aware of, and to inform all teachers of ICT developments and resources in relation to your subject/area and to facilitate differentiation and challenge in the classroom.
 - To control and evaluate requisition materials and resources for your subject/area, within the appropriate subject budget and, working with the Head and Deputy, within other subject specific funding, as available.
 - To maintain an up-to-date list of resources available and to co-ordinate the use of a suitable safe, tidy and efficient storage and retrieval system.
 - To be responsible for the preparation, implementation and regular review of the Policy Documentation for your subject/area, (i.e. Policy Statement/Guidelines/Scheme of Work/Annual reports for school, parents and Governors).
 - To establish and maintain communication with the link Governor for your subject/area, keeping them fully aware of all developments, and communicating these with parents as appropriate.
 - To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.
 - To monitor and evaluate Teacher assessments/test results as appropriate and general pupils' progress, advising the Head Teacher on action required to raise standards and evaluating impact of such actions on the children's learning.
 - Ensure that the systems in place for assessment, including daily Assessment for Learning, and the teachers' use of these systems, have a direct impact on raising standards in the classroom.
 - To ensure that school promotes and supports parent participation in children's learning through home school systems
 - To ensure that parents are offered courses to support their involvement and understanding of how children learn and to celebrate achievements.
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- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
 - The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
 - The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade".

SECTION 2: Class Teacher main activities/job description

Teaching and Learning

- Plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children.
- Teach a class, or classes, groups or individual pupils, ensuring that the curriculum is in line with the National Curriculum and school policy.

- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Work with other members of staff to ensure that all children's needs are catered for within the curriculum.
- Ensure the effective deployment of learning assistant support in the classroom.
- Set tasks to be undertaken by children both at school and elsewhere.
- Have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential.
- Ensure that a proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them.
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, FSM, pupils with English as an additional language and other learning groups as appropriate.
- Promote the social development and welfare of the pupils so that each child feels valued and enjoys learning.
- Supervise and teach any pupils whose teacher is absent.

Monitoring and Recording

- Monitor and assess pupils' work.
- Record pupils' development, progress and attainment.
- Provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.

Ethos of the school

- Promote high expectations of behaviour and dress code.
- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos, vision and aims of the school and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential/
- Maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued.
- Make pupils aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole.
- Actively support the school's corporate policies relating to equality and diversity, behaviour, inclusion and health, safety and well being.
- Provide Religious Education in accordance with school policy.
- Take part in the corporate life of the school, for example, attending and leading assemblies, and supervising pupils before and after school sessions.
- Parental Involvement and Partnership Working
- Build and maintain a close partnership with parents.
- Communicate with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Ensure that parents of children with specific needs are kept informed of the provision for their child's particular needs.
- Uphold the school's well established links with parents, the local community and cluster of schools, the LA and other external agencies.

Resource Management

- Maintain an attractive and stimulating classroom that supports, scaffolds and engages learning.
- Take responsibility for resources allocated to their own classroom.
- Contribute to displays in the school as a whole.
- Comply with the requirements of Health and Safety and other related legislation.

Overall Policy, Performance Management and Professional Development

- Take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines.
- Evaluate, review and improve their own teaching methods, materials and schemes of work.
- Keep up to date with current educational thinking and practice, both by reading and by attendance at courses, workshops and meetings.
- Take a shared responsibility for your own professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.
- Engage actively with the annual appraisal process, in accordance with the school's policy.

Equal Opportunities

- Help ensure that subject matter and learning resources reflect LEA and school policies relating to the single equal act.
- Help ensure that these policies are implemented within the tasks and duties listed above.

Safeguarding

- Promote and safeguard the welfare of children.
- Ensure that you are fully conversant with the school's policies with regard to safeguarding and whistle-blowing.

All class teachers (other than those in their first year of teaching) are expected to:

Co-ordination

- Support the co-ordination of one particular 'phase'.
- Share in or take responsibility for the co-ordination of a subject or whole school area.
- Lead a curriculum team ensuring effective monitoring and evaluation processes to feed into the School Improvement Plan.
- Be responsible for the leadership and development of your subject/area and reporting to the Governing Body / Committees through termly report sheets and other reports as necessary.
- Prepare and review, annually, Subject Improvement Plan, feeding into the School Improvement Plan.
- Assist in or take responsibility for the production, evaluation and review of such whole school policies and guidelines as are appropriate to their phase and subject responsibilities.
- Establish and maintain communication with the link Governor for your subject/area, keeping them fully aware of all developments.

Model of Good Practice

- Organise class teaching in such a way as it sets high standards for other members of staff and promotes high expectations for all pupils.

Display

- Organise and co-ordinate displays of children's work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children's achievements.
- Ensure class display supports teaching and learning scaffolds and promotes independence.
- Plan whole school displays relating to their subject areas.

Monitoring

- Ensure monitoring activities follow the school policy and procedures.
- Check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning.
- Monitor standards of achievement of all groups of learners against local and national expectations.

Resources

- Advise the Headteacher on the requisition or purchase of appropriate books, learning materials and equipment.
- Advise the Headteacher on the allocation of these resources within the school.
- Ensure compliance throughout the school with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility.

Working with colleagues

- Acquaint new members of staff and supply teachers with the school's policies and guidelines.
- Assist such colleagues in the practical implementation of those policies.
- Lead in-service workshops, meetings and activities for members of staff.

Liaison

- Promote positive liaison and continuity between the three phases.
- Work in liaison with members of LA Inspectorate, advisory and support services, other organisations, agencies and networks relevant to the teacher's specialism or subject, parents, governors and the local community.