



Job Description: Class Teacher including Subject Leader

Name:

Subject:

Job Title: Class Teacher and Subject Leader

Job Purpose:

- To deliver high quality teaching and learning to the pupils in your class.
- To make a positive contribution to the wider life and ethos of the school by leading and promoting your subject area.
- To communicate high expectations and ambition to ensure pupils achieve as well as possible in your curriculum area.
- To encourage cross-curricular and cultural links and liase with other subject leaders where possible.

Teaching:

- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials, programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress, and outcomes of the pupils you teach
- Be aware of pupils capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs to all pupils, including vulnerable groups and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies, eg systemic synthetic phonics

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of



strategies, using praise, sanctions and rewards consistently and fairly in line with school behaviour policy

- Manage classes effectively, using approaches which are appropriate to pupils needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and conditions Document

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures.

Policy and Duties:

- To write, update and review your curriculum policy in line with the Governors Scheme of Work.
- To write a yearly action plan, review it regularly, and save it on the Staff Drive.
- To work in accordance with the School Improvement Plan and the School Monitoring and Evaluation Schedule.
- To monitor your subject areas long, medium and short term planning from Reception to Year 6 to ensure that there is effective differentiation and progression across the Key Stages.
- To conduct work book scrutiny, identify actions that need to be taken to improve attainment and progress in your subject, and share these with the staff.
- To evaluate the impact of any actions you have taken.
- To carry out pupil interviews, identify actions and evaluate impact (as above).
- To monitor teaching and learning in lessons where it is appropriate to do so.
- To conduct a regular audit of staff skills and address any needs that arise.
- To write monitoring reports, save them on the server and share them with your link governor.



Wider Professional Responsibilities

- To constantly seek strategies that will bring about improvement in your practice
- To keep up to date with current issues in teaching and learning and school improvement and to share these with staff
- To work as part of a team in the delivery of a creative and stimulating curriculum
- To ensure that the requirements of the National Curriculum/EYFS including arrangements for assessment and moderation are met.
- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- Contribute to the whole school's planning activities.
- Make a positive contribution to the wider life and ethos of the school

Team Working and Collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

**Assessment:**

- To collect and analyse data to ensure that all year groups (including PPG and vulnerable groups) have effective opportunities to learn and make progress.
- Maths and English Subject leaders to analyse data 3 times per year, EYFS Leader 4 times per year and all other Subject Leaders at the end of the academic year.

Resources:

- To carry out an audit of resources on yearly basis.
- To be responsible for ordering resources and keeping within a budget.
- To be responsible for maintaining the resources in an orderly and accessible way.
- To ensure that all staff know where the resources for your curriculum area are stored and what is available.

Professional Development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2014
- To induct new staff about planning and curriculum expectations for your subject.
- To update staff on changes to the curriculum and practice.
- To inform staff about courses as they become available and provide support where appropriate.
- To lead INSET where necessary for the school community.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head teacher



To Whom Responsible

- The class teacher is responsible to the Senior Leadership Team and directly to the Head teacher.

Review of duties

- The specific duties attached to any individual teacher are subject to annual review and may after discussion with the teacher, be changed. This job description will be reviewed at least annually as part of your Performance Management programme.

Signed (Staff Member):

Date:

Signed (Head teacher):