

The Reddings Primary and Nursery School



TITLE OF JOB: Class Teacher (Subject Leader)
REPORTS TO: Assistant Head / Phase Leader, Head Teacher
SALARY: MPR
DATE: September 2021

Core purpose of job:

To carry out the duties of a teacher as set out in Paragraphs 71.1 to 76 (inclusive) of the School Teachers' Pay and Conditions Document, 2005.

To teach a class of primary pupils with regard to their educational, physical, emotional and social needs.

AREAS OF RESPONSIBILITY:

General Professional Duties

- To carry out professional duties as listed below, under the reasonable direction of the Headteacher

Particular Duties

- To carry out specific tasks as reasonably requested by the Headteacher from time to time

Professional Duties: Teaching

- To deliver the school's curriculum, including the Early Years Curriculum, National Curriculum, English, Maths frameworks, RE and RSE and to work in accordance with the school's aim, philosophy and policies
- To plan and prepare lessons having regard to the curriculum of the school
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils
- To manage and organise the children effectively
- To mark work and provide feedback carried out by pupils in school
- To set and provide feedback for pupils excluded from school or absent for a length of time
- To use Assessment to inform future teaching and learning

Professional Duties: Assessment and Reports

- To assess, record and report on the development, progress and attainment of pupils
- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils
- To communicate and consult with the parents of pupils
- To report such assessments as necessary and participate in meetings arranged for this purpose
- To prepare documentation and take a fully active role in Pupil Outcome and Learning Plan meetings

Pastoral Care:

- To promote the general progress and well-being of the pupils in the class assigned to him/her
- To be responsible for their pupil care and welfare, whilst involved in school activities
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required

Pro-Social behaviour, Health and Safety

- To promote pro-social behaviour and teach internal discipline
- To be responsible for the behaviour and discipline of the pupils in his/her care
- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere
- Be aware of and comply with policies and procedures relating to Safeguarding which include: Child Protection, Health, Safety and security, confidentiality, GDPR and data protection; and report all concerns to an appropriate person (as outlined in the Whistle Blowing Policy).

Review (Further Training and Development)

- To regularly review own teaching methods and programmes of work
- To participate in arrangements for his/her further training and professional development as a teacher
- To participate in arrangements for his/her appraisal and that of other teachers
- To participate in induction and supervision arrangements

Education Methods

- To advise and co-operate with the Headteacher and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements
- To prepare and develop resources to facilitate the delivery of the curriculum

Staff Meetings

- To take an active role in school meetings (phase, group or whole school) which relate to curriculum or the administration or organisation of the school, including pastoral arrangements

Leadership and Administration

- To take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Teaching Assistants, parent helpers
- To attend assemblies, register the attendance of pupils and to supervise pupils before, during and after school sessions if required
- To contribute to the selection for appointment and professional development of other teachers and non teaching staff, including the induction and assessment of new teachers

Public Examinations

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such exams, recording and reporting assessments

Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
 - o When the teacher who is absent or otherwise not available has been so for three or more consecutive days; or
 - o When it is known to the Governing Board that the teacher would be absent or otherwise not available for two or more working days before the absence commenced;
 - o With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the teacher may be required to provide cover

Working Time

- To be available for work for 195 days in any school year, specified by the Headteacher, of which 190 days shall be days on which he/she may be required to teach in addition to carrying out other duties
- To be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available
- To have a break of reasonable length either between school sessions or between the hours of 12.00 noon and 1.00 pm
- To work such additional hours as may be needed to discharge effectively his/her professional duties, including, in particular, marking / providing feedback to work, writing reports, preparation of lessons, teaching material and schemes of work

Subject Leadership roles:

The Subject Leader will be responsible for leading and monitoring curriculum development and implementation of their subject and other aspects of the school's organisation and management as determined by the Headteacher and Governing Board. The post is subject to review in line with the Core Plan and School Improvement Plan.

In consultation with the Senior Leadership Team, the Subject Leader will:

- Audit current teaching, lesson planning and schemes of work, in line with the School Self Evaluation / monitoring schedule, in order to assess the effectiveness of the teaching and learning in their curriculum area and its impact on raising outcomes
- Identify areas of strength and weakness in their subject, informing school performance review and development, and suggest further action
- Advise staff on teaching and assessment strategies; identify and liaise with teachers to target three children per class, whose classwork will be monitored to assess progress and attainment
- Assist colleagues develop their skills and confidence in the teaching of their subject
- Have an overview of current guidance and prioritise initiatives to raise standards of attainment including the completion of an annual action plan and review of curriculum policy in their curriculum area
- Manage the school budgets for curriculum subject in consultation with the Senior Leadership Team, ensuring that resources throughout the school are appropriate and well-maintained
- Evaluate and recommend relevant books, software and other resources for the teaching of their subject and see that they are suitably stored and accessible to colleagues
- Be aware of national and local school initiatives and research and utilize opportunities for community and business links to raise attainment in their curriculum area
- Disseminate information about the curriculum area to interested parties including senior management, staff, parents and governors

Any other reasonable duties.

DISCLOSURE & BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form.

JOB CONTEXT

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Qualified Teacher Status
- Ability to work on own initiative and as part of a team
- Experience of providing high quality learning experiences for children
- Ability to deploy adults effectively to meet individual / group learning needs

PHYSICAL EFFORT

Setting up and tidying away equipment
Putting up and taking down displays
Re-arrangement of furniture (chairs, tables etc...)
The job may involve lifting children after falls or accidents

WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accidents or sudden illness