

Wavendon Gate School - Job Description

Class Teacher

Name: _____

Subject Leader for _____

All teachers in the school are employed as primary practitioners. Although they may be trained in specific age ranges, teachers may be required to work in other areas of the school for periods of time.

All teachers, except those in their ECT year, have a subject leader responsibility.

The Pay and Conditions Document outlines the range of duties undertaken by all teachers. Subject to the latest Teachers' Pay and Conditional Documents, teachers shall carry out, in accordance with any directions which may be given by the headteacher from time to time, such particular duties that may reasonably be assigned.

Teaching

In each case having regard to the values, policies and curriculum for the school

- Planning and preparing lessons
- Teaching, in accordance with their educational needs, the children in the class/group including the setting and marking of work including homework
- Assessing, recording and reporting on the development, progress and attainment of those children.

Other activities

- Promoting the general progress and well-being of the class, groups or individuals in the class
- Providing guidance and advice to pupils on educational and social matters
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with parents
- Communicating and consulting with relevant people or bodies outside the school
- Participating in meetings arranged for any of the above.

Assessments and reports

- Recording and tracking pupil progress
- Providing or contributing to oral and written assessments of individual pupils in the class.

Appraisal

- Participating in the arrangements for appraisal as required in the school's performance management policy.

Review, Induction, Training and Development

- Reviewing, from time to time, methods of teaching and programmes of work
- Participating in arrangements for continuing professional development
- Participating in any arrangements for the induction of new teachers and/or teacher assistance and training of students.

Discipline, Health and Safety

- In accordance with the school's behaviour policy, to maintain good order and discipline amongst pupils and to safeguard their health and safety on the school premises and when they are involved in official off-site activities.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum or the organisation/administration of the school including pastoral arrangements.

National Tests

- Participating in arrangements for national and optional tests as required.

Administration

- Overseeing any administrative duties and organisational tasks relating to any of the above including support for other teachers in the school and the ordering and allocation of equipment and materials
- Attending assemblies, registering pupils and supervising pupils.

Working Time

- Teachers should be available for work 195 days per year of which five days are designated training days
- Teacher are required to perform duties specified by the headteacher for 1265 hours per year. Travel to/from school is not included in these hours nor is the time needed for teachers to carry out their duties effectively e.g. planning, preparation, recording, reporting and marking
- All teachers are entitled to an uninterrupted break of reasonable length between 12pm and 1 pm.

Safeguarding

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Subject Leadership responsibilities are outlined in Appendix A, where applicable. All teachers, except those in their ECT year, have a subject leader responsibility.

This job description will be reviewed annually in negotiation with the employee(s) concerned. A copy of the job description will be given to the employee.

Signed _____ Teacher

Date _____

Signed _____ Headteacher

Date _____

Appendix A

Subject Leader - Job Purpose

To provide enthusiasm and effective leadership and management for the curriculum subject, in order to secure high standards of teaching and learning, effective use of resources and to contribute to school development.

Principal Accountabilities

In order to contribute to the Strategic Development of the Subject

- Develop and implement policy and practice for the subject, reflecting the school's aims and values.
- Establish an understanding of the importance and role of the subject in pupils' learning, development and preparation for adult life.
- Maintain good subject knowledge through reading, research, and training.
- Use data and other evidence of standards of teaching and learning to contribute to development planning.
- Establish annual action plans for the development and improvement of the subject, in line with the aims of the Strategic School Plan.
- Ensure that the Headteacher, senior staff and governors are well informed about subject standards and development.

In order to ensure high standards of Teaching and Learning

- Provide a role model of exemplary practice.
- Ensure good curriculum coverage, continuity and progression for all pupils.
- Provide practical support for the teaching of the subject through coaching, team teaching, lesson study, support for planning and assessment etc.
- Offer advice on alternative resources, texts and stimuli etc.
- Advise on cross-curricular links and opportunities for the application of core-skills, e.g. ICT, maths, writing etc.
- Establish ways of informing parents and involving them in the subject.
- Seek to develop links with the local and wider communities to extend and enrich the curriculum.

Leading and Managing Staff

- Lead and support professional development of staff through inset and training, coaching and lesson studies.
- Support staff in developing and maintaining good subject knowledge and confidence in teaching the subject through advice and sign-posting of training and support.

Efficient and Effective Deployment of Resources

- Ensure the effective and efficient provision, management and organisation of appropriate learning resources.
- Ensure the safe use and storage of resources.
- Research and identify new resources, including ICT, that will improve teaching and learning.
- Keep staff informed of speakers, visitors and places to visit.
- Manage a subject budget if one has been allocated.
- Advise on the effective use of resources to improve standards of teaching and learning.

Wavendon Gate School

Person Specification

Post title: Class teacher
 Grade: Main scale
 Responsible to: Area Leader (Key Stage Leader or Deputy Head).

Criteria	Attributes	E/D	Assessed by
Qualifications & experience	• Qualified teacher status	E	A
	• Qualified to degree level	E	A
	• Relevant primary school experience and/or training	E	A
Professional skills	• High quality teaching skills	E	A, I
	• A very good understanding of how to promote effective learning	E	A, I
	• The ability to motivate and inspire children	E	I
	• The ability to empathise with pupils and to be firm, fair and consistent	E	I
	• A good understanding and knowledge of the primary curriculum and assessment practices	E	A, I
	• Good communication skills, both oral and written	E	A, I
Personal qualities	• A positive approach to challenge and change	E	I
	• High quality interpersonal skills	E	I
	• The ability to be reflective and self-critical	E	I
	• The ability to work effectively as part of a team	E	A, I
	• Flexible & approachable	E	I
	• The ability to establish effective working relationships with pupils, parents and colleagues	E	A, I
Professional philosophy, knowledge & commitment	• The ability to articulate a clear philosophy of primary education	E	A, I
	• A commitment to high standards and continuous improvement	E	A, I
	• A commitment to safeguarding and promoting the welfare of children and young people	E	I
	• A commitment to promoting equal opportunities and to meeting the needs of all pupils.	E	I

E: Essential criterion; D: Desirable criterion.

Assessed by A: Application form & supporting statement I:
Interview