Sir John Heron Primary School
Class teacher Job Description

To be responsible to: The Headteacher

Specific Duties of a class teacher:

To be responsible for the education and welfare of the class assigned to her/him and to support the agreed policies of the school.

To ensure a broad and balanced curriculum which adheres to the school's curriculum framework.

To contribute to the formation and implementation of the National Curriculum across school.

To promote curriculum continuity, consistency, balance, differentiation and progression; taking into consideration pupils' prior attainment, individual educational plans, pupils who have English as an additional language and gifted and talented pupils.

To follow the school's assessment and recording systems and be able to use assessment data effectively to raise attainment and ensure progression for all pupils.

To ensure that the curriculum reflects the multicultural heritage of our pupils and the wider community.

To work as part of a team, both within school and across our networked learning community.

Share the responsibility of implementing and promoting the School's Equal Opportunity Policy.

To be aware of the need for ongoing professional development and to undertake regular in-service training.

Make every effort to foster good relationships with all parents, Governors and staff.

In addition to the specific duties above, the class teacher will carry out the professional duties and responsibilities of a class teacher as laid down in the School Teacher's Pay and Conditions Document.

This job description is subject to review annually and may be amended anytime after discussion and in accordance to the needs of the school.

Sir John Heron Primary School

Job Description – Subject Leadership

To be responsible to: The Headteacher

TLR 2B

Responsibility for delivering high quality learning and teaching.

Be a consistently good primary practitioner.

Have an excellent knowledge and understanding of the subject.

Be able to develop and maintain a creative, exciting and enjoyable curriculum that engages all pupils within an inclusive environment.

Be able to monitor and evaluate the teaching and learning of the subject across the whole primary age range.

Have good knowledge of the main strategies for improving and sustaining high standards of teaching and learning in the subject.

Contribute to the school's development and improvement plan, ensuring the subject is appropriately placed within school's aims, plan and targets.

Impacting on standards across the whole school.

Evaluate progress and achievement of all pupils.

Set targets to raise attainment across the school.

Ensure appropriate systems are in place for assessment of pupil progress.

Provide guidance on appropriate teaching strategies for identified pupils.

Work with SENCo and others where appropriate, to ensure appropriate IEPs are prepared.

Be able to use data effectively to identify pupils who need support.

Report regularly to leadership team about pupil progress.

Monitor and evaluate planning.

Be able to review and write action plans for improvement from lesson monitoring and evaluation.

Teacher's professional skills and judgment

Is able to:

- interpret and oversee data entry.
- Produce necessary reports
- Analyse and interpret relevant national, local and school data to inform school policy.
- Analyse and interpret relevant research and inspection data to inform policy.

Communicate effectively with parents, governors and external agencies.

Take responsibility for own professional development.

Inform decision making by research and appropriate consultation.

Represent school in local meetings.

Ensure appropriate coverage in the school's SEF.

Leadership and Management of the subject across the primary age range.

Develop a good understanding of the national curriculum requirements, including assessing, recording and reporting requirements.

Support other professionals in their development of the subject.

Support other post holders and school managers in professional duties.

Hold a budget and ensure the subject is well resourced across the whole school to ensure high quality learning and teaching for all pupils within an inclusive environment.

Ensure effective organisation and management of resources.

Monitor effectiveness of resourcing and support.

Manage the school library. To include: Resourcing it and ensuring the space is used effectively to enhance learning and teaching across the whole curriculum.

Leading, developing and enhancing teaching practice of other staff.

Consistently teach good lessons.

Demonstrate effective practice through demonstration lessons and shared planning.

Through discussion and audit, identify staff development needs.

Contribute to the professional development of others.

Ensure appropriate induction.

Lead significant professional development.

Support others in analysing data and action planning for improvement.

This job description is subject to review annually and may be amended anytime after discussion and in accordance to the needs of the school.

Sir John Heron Primary School
Selection Criteria for a class teacher

Qualified teacher status.

Commitment to implement and develop all the school's policies.

Knowledge of the National Curriculum and Religious Education and successful classroom teaching experience.

Ability to plan and teach effectively to meet the needs of all pupils.

Ability to work collaboratively with all members of the school community and networked learning community.

Willingness to accept responsibility for an area of the curriculum, if required, and develop it throughout the school.

Understands and is committed to the implementation of the Authority's policy on the inclusion of pupils with special needs in mainstream schools.

Understands and is committed to the implementation to the Authority's Inclusion policies.

Selection criteria for leadership of a subject across school

Qualified Teacher Status.

At least 3 years experience.

A consistently good primary classroom practitioner in the subject.

Experience in planning, leading and evaluating staff professional development.

Experience of monitoring and assessment of the subject across the primary age range, including classroom observations, monitoring and evaluating planning and carrying out work scrutiny.

Is able to analyse and interpret assessment data effectively in order to ensure pupils make progress.

Evidence of good up to date curriculum knowledge.

Good communication and negotiating skills.

Understands and is committed to the implementation of the Authority's policy on the inclusion of pupils with special needs in mainstream schools.

Understands and is committed to the implementation to the Authority's policy on Inclusion.