|  |  |
| --- | --- |
| **Job title:** | Class Teacher (M1 – U3) + TLR2.2 |
| **Whole school area of accountability:**  **Grade:** | Maths and curriculum development  Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus TLR 2.2 |
| **School:** | Highfield Community Primary School |
| **Responsible to:** | The head teacher and the governing body |
| **Supervisory responsibility:** | Subject Leaders |

**Main purpose of the job**

* Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
* Be an excellent classroom practioner
* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the head teacher and deputy head

**Duties and responsibilities**

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document*, the post holder receives a TLR for Maths Subject lead and joint curriculum lead.

**Leadership and management**

* Support and implement the vision and ethos of the school
* Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
* Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* As part of the SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate contribute to the writing of self-evaluation and policy documents
* Manage effectively the transition of pupils to and from your phase and within it
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the senior leadership team
* Be an effective role model for your team in terms of teaching, behaviour and classroom management

**Core subject leadership**

* Lead a core subject across the whole school
* Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
* Lead regular meetings relevant to your TLR area with appropriate colleagues
* Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

**Curriculum Lead (working in partnership with other TLR)**

* To lead other subject leaders and be responsible for the audit, evaluation and school improvement planning in relation to foundation subjects
* Be responsible for curriculum design and development and carry out associated activities
* To be accountable for ensuring standards in foundation subjects
* Devise, implement and evaluate action plans.
* Lead the development and delivery of training and support for staff.
* Lead on assessment within foundation subjects, and use appropriately to monitor and raise standards.
* To monitor and evaluate the quality of learning and teaching in foundation subjects throughout the school.
* To take responsibility for the writing and implementation of foundation subject policies and have input into other relevant policies.
* To keep abreast of curriculum developments in foundation subjects/ related aspects of school’s provision and to lead on their review, development and embedding throughout the school.
* To report on standards/ curriculum developments in foundation subjects to the Senior Leadership Team and to the School Committee.
* Ensure the systematic teaching of basic skills is consistently high across foundation subjects.

**Monitoring and assessment**

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
* Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

**Manage resources**

* Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
* Manage, monitor and accurately account for any budget for your area.
* Evaluate, organise and monitor the use of resources

**Staff development**

* + Act as a reviewer with the arrangements for the appraisal of all identified staff
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

**Other**

* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the head teacher /deputy head