

Job Description

Class Teacher and Subject Leader

This job description should be read alongside the range of duties of teachers set out in the School Teachers' Pay and Conditions Document 2018. Staff members should, at all times, undertake duties in line with the professional standards for qualified teachers and work within the framework provided by the schools policy statements to fulfil the aims and objectives of the School Improvement Plan.

All staff should have the shared vision of Astley Park School to Nurture Futures.

Duties and responsibilities

The main professional duties attached to this post are:

Teaching and Learning

Plan, prepare and teach lessons in line with school policy and practice taking into consideration the needs of all learners.

Ensure that the needs of all learners are met in accordance with their Education and Health Care Plans and that learners make progress towards their individual outcomes.

Set personalised targets for each learner and ensure that they are provided with the best opportunities to achieve the outcomes set.

Maintain a person-centred approach to learning in order to maximise all learners' capacity to participate, enjoy and achieve.

Plan, prepare and present learning opportunities, based on prior learning, that foster engagement, excitement, real life experiences and prepare learners for life.

Plan opportunities for skills and knowledge to become embedded across a range of contexts.

Establish and maintain an effective learning provision suitable to meet the needs of the individual learners within the classroom.

Assessment and Recording

Ensure that all aspects of learning are recorded in line with the Assessment, Recording and Reporting policy.

Ensure that all assessments are updated in line with the whole school expectations and the Assessment, Recording and Reporting policy.

Prepare accurate and timely information for annual reviews and multi-agency meetings and attend as required. Ensure that information for annual reviews is prepared to the required standard and in the required time frame.

Formally share progress through reporting to parents and carers in the annual review meetings, at Parents' Evenings and through the annual parent/carer reports.

Work with school leaders to evaluate the progress of individual learners and devise, deliver and assess intervention programmes where learners need additional support.



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Health, Safety and Behaviour

Maintain the positive ethos and core values of the school, in the classroom, school environment and community. Ensure the classroom is an organised and highly effective teaching and learning environment which adheres to the Health and Safety policy.

Safeguard the health and safety of pupils both on school premises and when engaged in authorised activities elsewhere, by evaluating the activity and preparing both formal and dynamic Risk Assessments, in line with the Health and Safety policy, Learning Outside the Classroom policy and Lancashire's Educational Off Site Visits policy and guidelines.

Ensure safeguarding practices are adhered to as stipulated in the policy for Safeguarding and Child Protection. Support behaviour through using the ethos of 'positive approaches to promote positive behaviour' in line with the school behaviour policy.

Participate in organisational tasks, for example; registering attendance in a timely and accurate way, attending and delivering assemblies, break and bus group supervision.

Personal and professional conduct

Maintain high levels of personal conduct in line with both school, local and national codes of conduct.

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Working with Colleagues and other Professionals

Develop and maintain effective working relationships with all members of the school community, including parents/carers and outside agencies, regardless of disability, age, gender, race, nationality, religion, marital status, maternity, sexual orientation or background.

Establish and maintain productive relationships with colleagues in order to promote mutual understanding of areas of the school curriculum.

Lead, organise, direct and supervise support staff assigned to class effectively.

Contribute to the professional development of Teaching Assistants through supporting them through the self-evaluation process.

Professional Development

Complete all aspects of induction training, including keeping an up-to-date record of training undertaken.

Participate in and contribute to regular meetings arranged for the purpose of; information and discussion, training and development, school improvement, including all staff meetings, twilight and inset days.

Demonstrate commitment to continuing professional development through engagement with the appraisal process. Regularly review the effectiveness of your teaching and learning procedures and its impact on learners' progress, attainment and well-being, developing approaches where necessary responding to advice and feedback from colleagues.

Fully participate in training and development opportunities implementing what has been learnt into practice.



Job Description

Subject Leader Responsibility

The Post holder is responsible for the leadership and management of the designated curricular area(s) throughout the school.

The Post holder will:

Strategic Direction and Development of the Subject

Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of learners lives.

Keep abreast of national and local developments within your subject area, liaising with Lead Practitioners to develop subject planning and curricula development.

Develop and implement, in conjunction with the Lead Practitioners, subject policy and practices which reflect the school's commitment to high achievement through effective teaching and learning, ensuring that subject policies are reviewed annually in line with the whole school policy cycle.

Develop Subject Improvement Plans for the subject which identify clear targets, actions and times-scales for its development and/or maintenance in line with the School Improvement Plan.

Teaching and Learning

Demonstrate high quality teaching and learning in your subject, within your own class.

Ensure the quality of teaching, learning and assessment across identified subject through termly work scrutiny and analysis of subject data.

Undertake internal moderation of identified subject and external moderation where applicable.

Leading and Managing Staff

Enable all teachers to achieve expertise in teaching the subject through support and by leading or providing high quality professional development opportunities.

Ensure that the Lead Practitioners, SLT and Governors are well informed about policies, plans, priorities and targets for the subject.

Attend local network meetings as directed by the Headteacher.

Effective Deployment of Resources

Maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject and sharing these with staff.

Undertake any additional responsibilities which might from time to time be reasonably determined.

