

**Lytham CE Primary School Job Description**

**Job Title:** KS2 temporary teacher (0.6fte)

**Line Manager**: Headteacher

**Main Purpose of the Job**

* To be an outstanding classroom practitioner and be a model for the demonstration and application of all school policies and procedures.
* To ensure a high standard of provision for all pupils, together with the support of the School Leadership Team (which constitutes Headteacher, Deputy Headteacher, Assistant Headteacher and three TLR posts).
* To ensure that pupils within the year group meet academic targets identified by the Senior Leadership Team and to arrange, monitor and evaluate intervention strategies across the year to ensure that the targets are met. This includes supporting staff with making judgements in regard to the assessment of pupils.
* To work closely with additional staff, supporting them to work at a high standard.
* To ensure that deadlines set by SLT are met.
* Lead, manage and develop a curriculum area – please state strengths
* To commit to professional development with a particular focus on teaching and learning, with the support of the SLT.
* To be responsible for the overall pastoral care of pupils in the class, supporting year group staff to deal with incidents of behaviour and well being of pupils and communicating with parents as appropriate.
* Actively participate in whole school self evaluation and school improvement planning.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* Contribute to the vision and ethos of the school.
* Monitor and review the curricular provision in your year:
  + ensuring breadth and balance and that the schools’ curriculum map is being followed.
  + reviewing pupil progress through the analysis of data and ensuring the use of this information for planning and target setting across your phase.
  + ensuring completion and transfer of records and implementation of all policies.
  + ensuring differentiation and personalised learning goals are set for pupils (together with the SLT).
  + monitoring the quality of learning and teaching with responsibility for improved pupil outcomes including lesson observations and scrutiny of work
  + ensure that all aspects of the learning environment promote effective learning and represent the areas of learning

In addition to carrying out the duties of a class teacher as outlined in the *School Teachers’ Pay and Conditions Document*, the successful applicant will be expected to carry out the following:

**Curriculum responsibility**

* Have a general responsibility for the development of a school approach to your subject/ school improvement area including the use of ICT.
* Lead and develop your subject/ school improvement area throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
* Monitor, review and evaluate your subject/ school improvement area to ensure that it is being effectively delivered throughout the school.
* Develop and maintain a whole school approach to your subject/ school improvement area and its recording and assessment including the use of tests, to ensure equal access for all pupils.
* Provide the Headteacher and/or other relevant staff with relevant subject, curriculum area or pupil performance information.
* Be accountable to the Headteacher for all delegated curriculum and management tasks.

**Administrative tasks**

* Manage, monitor and account for any budget for your area.
* Organise and monitor the use of resources.
* Be responsible for the organisation, planning and evaluation of the school programmes for your subjects.
* Be responsible for the organisation of all assessment tasks within your phase

**Staff development**

* Lead and participate in staff training and development opportunities as appropriate and lead your phase staff to promote and ensure a whole school approach.
* Act as a mentor or coach to colleagues/trainees and encourage collaboration, co-operation and teamwork.
* Keep abreast of current developments in your areas of responsibility and disseminate information as appropriate.

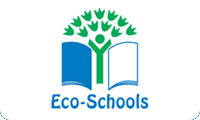
This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of Headteacher** |  | **Date** | **/ /** |



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