

**HOLME SLACK COMMUNITY PRIMARY SCHOOL**

**Name of Post Holder- XXXX**

**Job Description – Class Teacher & Subject Leader**

**Responsible to: the Headteacher**

You are required to carry out the duties of a class teacher under the current conditions of employment as detailed in the School Teacher’s Pay and Conditions Document 2014 (p45-50) and meet the Teacher’s Professional Standards.

**Key Responsibilities:**

1. **Class Teacher Responsibilities:**

* To carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
* As a teacher in the school you are required to be at least good in carrying out teachers’ standards
* To be responsible for a specific class or age group of children to be decided on appointment.

**Key Tasks: Class Teacher**

* All pupils to be challenged and make at least good progress over the year in the class in which you teach, in order for your teaching to be judged at least good. This will be evidenced through lesson observations, work scrutiny and analysis of data.
* All pupils to be working at least at age-related expectations and some children will be working above (to be agreed at appraisal). For those children working below age-related expectations, the work they will be given in lessons will enable them to work towards achieving age-related expectations.

**School Ethos**

* Work with the Headteacher and colleagues in creating, inspiring and embodying the

ethos of the school, securing its Mission Statement with all members of the school

community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest potential.

* Take part in and lead acts of collective worship in accordance with the

school policy.

* Attend and participate in all celebrations intrinsic to the daily life of

the school.

* Provide religious education in accordance with the agreed syllabus.
* Actively support the school’s policies relating to equality and

diversity, inclusion, health and safety, safeguarding and behaviour

* Promote the school and celebrate its success at every opportunity.

**Curriculum Planning and Provision**

* Help develop and maintain a curriculum in line with the school teaching and learning policy to meet the needs of individual children in the class.
* Work with other members of staff to identify clear teaching objectives, content,

lesson structures and sequences appropriate to the subject matter and pupils

being taught.

* Monitor and evaluate the curriculum and review planning, assessment, record

keeping and reporting procedures as and when requested

* Ensure efficient use and maintenance of all teaching resources and learning within the classroom and working environment and ensure available resources are used effectively to support the curriculum.
* Be involved in small team and whole school planning meetings.
* Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum areas

**Learning and Teaching**

* Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual pupils and encourages the development of independent learning.
* Employ a range of suitable learning and teaching strategies and styles to ensure

effective learning.

* Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
* Develop, maintain and use resources appropriate to chosen learning objectives
* Ensure the effective deployment of teaching assistant support in the classroom.
* Analyse and evaluate the children’s learning to inform future planning and teaching and learning activities.
* Create and maintain an orderly, safe, stimulating and informative classroom environment where children feel part of a community and take care of the presentation and maintenance of whole school environment and encourage others to do so
* Have knowledge and understanding of, and maintain good practice and

implement changes in accordance with developments in educational theory and

practice.

* Set pupil targets, assess progress and maintain records in accordance with school policy.
* Identify more able and Gifted and Talented children and set appropriately

challenging targets.

**Pastoral Care**

* Develop positive relationships with all children and promote their general progress,

achievements, well-being and participation in all aspects of school life.

* Maintain a positive approach to child management, supporting the school’s

policies relating to attendance, punctuality and behaviour.

* Identify pupils with special or more complex needs, write reports and contribute to

discussions, meetings and make recommendations.

* Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
* Maintain a system of rewards and sanctions which is in line with school policy and is

understood and appreciated by pupils and parents.

* Provide opportunities that contribute to the quality of the children’s wider educational development, including their personal, spiritual, social, moral and cultural development
* Ensure the health and safety of all children on school premises and when involved in

educational visits, off site activities etc.

* Ensure that Safeguarding procedures are understood and fully implemented.

**Relationships with pupils, parents/carers and the wider community**

* Develop positive links with parents/carers, Governors, and the local community by

supporting the school’s approach to community involvement and cohesion, including

participation in school events.

* Report appropriately to parents/carers on the needs and progress of their children.
* Encourage the involvement of parents/ carers in the education of their children and

respond promptly to queries and concerns.

* Uphold the school’s links with the local community, pre-schools, local schools, LA and other external agencies.

**Performance Management and Professional Development**

* Take shared responsibility for your own continuing professional development by

participating in a range of professional development opportunities eg. staff training, staff meetings, INSET days, LA and other external training.

* Actively engage in the annual Appraisal review process in accordance with the school’s policy and national guidance.
* Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.

**2. Subject Leader Responsibilities:**

**Key Tasks: Subject Leader for XXXX**

**To be an effective Subject Leader for XXXX**

To drive improvement in the teaching and learning of through an effective Action Plan following an audit of current standards

* To develop teachers’ subject knowledge in **XXXX**
* To lead staff training
* To attend subject leader training as appropriate
* To monitor and evaluate standards and progress in **XXXX** throughout the school by looking at planning, books, pupil interviews and lessons.
* To promote **XXXX** through parental engagement
* Leading the Policy development and Scheme of Work

**Signatures**

This job description is current at the date below but will be reviewed on an annual basis.

Following consultation with you it may be changed to reflect or anticipate changes in the job

requirements which are commensurate with the job title and grade.

Signed ………………………………….. Signed ………………………………….

Date ………………………………………… Date ……………………………………

**(Teacher) (Head Teacher)**