

|  |  |
| --- | --- |
| **Year**  | 2024-2025 |
| **Responsibility e.g. class, year group, subject area.** |  |
| **Line manager/s:** | The Headteacher and members of the seniorleadership team (SLT) and the governing body |
| **Supervisory responsibility:** | The post holder may be responsible for the deployment and supervision of the work of  teaching assistants relevant to their responsibilities |

# Main purpose of the job:

* Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards.*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

# Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards and where appropriate Post Threshold and Leadership ones. Teachers’ performance will be assessed against the standards as part of the appraisal process as relevant to their role in the school.

# 1 Teaching

* Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
* When teaching reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions Document*

**2 Subject Leadership**

To make a positive contribution to the wider life and ethos of the school by leading and promoting your curriculum area.

To communicate high expectations and ambition to ensure pupils achieve as well as possible in your curriculum area.

To encourage cross curricular and cultural links and liaise with other Subject Leaders where possible.

**Policy and Action Planning**

To write, update and review your curriculum policy in line with the Governors school policy

To write a yearly action plan and subject situation report, review it regularly, share with SLT and governors when asked to do so.

**Monitor standards and attainment in order to improve outcomes for pupils**

To work in accordance with the School Improvement Plan and the school Monitoring and Evaluation Schedule.

To monitor long, medium and short term planning from Early Years up to Year 6 to ensure that there is effective differentiation and progression across the Key Stages.

To review pupils learning by conducting work book scrutiny, identify actions that need to be taken to improve attainment and progress in your subject, and share these with the staff including SLT.

To evaluate the impact of any actions you have taken. To carry out pupil interviews, identify actions and evaluate impact (as above).

To monitor teaching and learning in lessons where it is appropriate to do so.

To conduct a regular audit of staff skills and address any needs that arise.

To report to the Governor Curriculum Committee, when required, in accordance with the Governors Resources

To carry out an audit of resources on yearly basis and with your subject budget purchase any required items (subject to available funds)

To be responsible for maintaining the resources in an orderly and accessible way.

To ensure that all staff know where the resources for your curriculum area are stored and what is available.

**Assessment**

To collect and analyse data to ensure that all groups (including vulnerable groups including SEND and Pupil Premium Pupils) have effective opportunities to learn and make progress.

To collect and review data three times a year and use to inform action planning.

**Professional development**

To induct new staff about planning and curriculum expectations for your subject.

To update staff on changes to the curriculum and practice.

To inform staff about courses as they become available.

To provide teaching and learning support where appropriate.

To lead INSET where necessary for the school community.

#

# 3 Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils

* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures including health and safety, online safety and abiding by the staff code of conduct and any other requested by SLT.

# Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document

# 5 Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school including PTA events and Extra Curricular activities.

# Administration

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks as requested by SLT

# Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

# Other

* To have professional regard for the ethos, policies and practices of the school in which you teach
* To alert the Headteacher of any concerns you may have about yourself or others who are part of the school community.
* To maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher

**Note**

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. Any changes made are in line with current good practice or the job which you are expected to do on a daily basis.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Post holder:** |  | **Date:** |  |
| **Signature of Headteacher:** |  | **Date:** |  |