



## WOODFIELD COMMUNITY PRIMARY SCHOOL

### JOB DESCRIPTION

#### Job Title: Class Teacher / Subject Leader

This Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to:

- meet the new Teachers' Standards published by the Secretary of State for Education;
- demonstrate consistently high standards of personal and professional conduct as detailed in part two of the Teachers' Standards;
- to facilitate and encourage learning which enables students to achieve high standards;
- to share and support the corporate responsibility for the well-being, education and discipline of all students.

#### 1. PURPOSE OF THE JOB

To provide professional leadership and management for a class to secure innovative learning, high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

To provide professional leadership in a designated area of the curriculum

#### 2. CONSULTATION

In carrying out these duties, to consult, where appropriate, with the relevant senior manager, the staff in school, parents and carers, pupils and the wider community.

#### 3. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

### AREAS OF RESPONSIBILITY AND KEY TASKS

#### A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching to ensure good progression in learning for all pupils through:

- ensuring a stimulating and engaging environment which reflects the needs of the class as learners;
- identifying clear learning objectives and specifying how they will be taught and assessed;
- setting tasks which inspire and challenge pupils and ensure high levels of interest and achievement;
- setting appropriate and demanding expectations;



- setting clear targets, building on prior attainment;
- identifying and meet the needs of SEND or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure good learning through the effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline;
- ensure the safety, protection and well-being of pupils at all times.

Use a variety of teaching methods to:

- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;

#### **B MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

#### **C OTHER PROFESSIONAL REQUIREMENTS - TO:**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.



**D SUBJECT MANAGEMENT (*not applicable to NQTs*)**

- To provide a lead in a designated curriculum area through establishing an overview of strengths and weaknesses in standards and provision in the subject including: -
  - advice, support and guidance to staff to ensure that pupils make good progress and are motivated to learn in the subject;
  - review resources to ensure the efficient and effective delivery of the agreed and planned curriculum;
  - monitor and evaluate provision and standards providing clear feedback to colleagues and the Senior Leadership team at regular intervals and through attendance at termly Pupil Progress Meetings.