

# Job Description

<b>Job title:</b>	Class Teacher and Curriculum Leader	<b>Contract Type:</b>	Permanent
<b>Responsible To:</b>	Deputy Headteacher	<b>Grade &amp; Spine Point:</b>	MPS + TLR 2B
<b>Location:</b>	Sir William Borough Primary School (SWB)		

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

### JOB PURPOSE

#### Key Purpose of the Job

1. To take responsibility for the education and welfare of designated children in accordance with the
2. School's Teachers' Pay and Conditions document and the Professional Standards for Teachers.
3. To have an excellent understanding of the National Curriculum, Early Years Foundation Stage Curriculum, School and LA policies.

4. To assist the Head of School- Primary Phase in the strategic development of designated subject area(s) with the aim of raising achievement for all pupils.

### **Accountabilities**

- 1. To be responsible to the Head of School- Primary Phase and Governing Body and to participate in the school's performance management.

### **Safeguarding**

1. To be the first port of call for safeguarding concerns.
2. To liaise with Children's Social Care and other outside agencies and professionals to ensure that appropriate responses are taken and support is in place where safeguarding concerns are raised.
3. To attend safeguarding related meetings, internally and externally.
4. To ensure appropriate records, files and minutes are maintained and kept confidentially.

### **Strategic Direction and Development of the School**

1. Assist the SLT in formulating the school aims and objectives and policies for their implementation -
2. particularly those relating to designated subject area(s).
3. Be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan.
4. Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
5. Assist the SLT in giving strategic direction to develop a positive and constructive partnership with parents and the local community.

### **Teaching and Learning**

1. Support the identification and dissemination of the most effective teaching approaches for designated subject area(s).
2. Teach a class, modelling outstanding practice.
3. Work with SLT to ensure that there are high and realistic expectations of pupils in designated subject area(s).

### **Professional Conduct**

1. Adhere to the St Paul's Way Code of Conduct at all times.
2. Promote the school's values: Integrity, Aspiration and Community.
3. Be aware of the high profile of St Paul's Way Trust and to uphold its standards at all times.
4. Work effectively as a member of a team by establishing and maintaining good working relationships and to ensure that care is taken when communicating with others to avoid any unnecessary conflict.
5. Encourage an atmosphere of supportive co-operation and respect.
6. Ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.

7. Ensure that punctuality is maintained throughout the day.
8. Manage own workload and plan time effectively.

### **Learning and Managing**

1. Provide professional guidance to staff to secure outstanding teaching of designated subject area(s), through both written guidance and meetings.
2. Advise on and contribute to the professional development of staff, including whole school INSET provision.
3. Provide regular information to the SLT on the evaluation of the curriculum, standards of teaching and learning and pupil achievement in designated subject area(s).
4. Participate where appropriate in the appointment of teaching and support staff.
5. Be involved in the induction and mentoring of staff, students and volunteers.

### **Effective Deployment of Staff and Resources**

1. Advise the SLT and Inclusion Manager on priorities for deployment of staff, and utilise resources with maximum efficiency.
2. Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and designated subject policies.
3. Work with external agencies to maximise resources made available.

### **Curriculum Development**

4. Contribute to the development, organisation and implementation of the school's curriculum.
5. Contribute to the development of classroom practice through a range of coaching methods.
6. Ensure that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for all pupils in designated subject area.

### **Other Professional Requirements**

7. Exercise a key role in assisting the SLT with the strategic development of policy / provision for designated subject area(s).
8. Provide professional advice and support and identify training needs.
9. Lead parent workshops to develop home learning and a positive partnership between school and home.
10. Lead special events linked to designated subject area(s).
11. Develop links with colleagues in the Secondary School in support of the development of your designated subject area.
12. Undertake other duties as directed by the Head of School - Primary Phase.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

### JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_  
Signed by (Post holder)

\_\_\_\_\_  
Signed by (Trust Leader)

# Person Specification

## Job Title

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Recent Primary teaching experience</li> </ul>	✓	

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Working both as a team member</li> </ul>		✓
<ul style="list-style-type: none"> <li>Working with outside agencies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Raising achievement for all pupils</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to Identify pupil and family needs</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Identify individual staff, pupil and whole school needs and act upon them to raise standards</li> </ul>		
<ul style="list-style-type: none"> <li>Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Be a consistently good or outstanding classroom teacher</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Guide staff in their delivery of the curriculum</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Communicate both verbally and in writing to a range of audiences</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Make professional use of ICT including assessment and recording systems</li> </ul>	✓	

Personal Attributes	Essential	Desirable
<ul style="list-style-type: none"> <li>Well organised, calm and positive</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• Effective team member</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and be flexible in approach</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Have high expectations of all pupils, staff and self</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Promoting parental and local community involvement</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Working as part of a team with teaching and support staff</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Furthering your own professional development</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young people within the school</li> </ul>	✓	