



KIRBY HILL CE PRIMARY SCHOOL

JOB TITLE: Class Teacher & SENCo

GRADE: Main/Upper Pay Scale with TLR

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Leadership, management and monitoring of work of staff in a defined area of responsibility. Strategically leading the school in area of responsibility. Reporting to governors.

JOB PURPOSE: To support the Headteacher in the effective Leadership of the school.

KEY RESPONSIBILITIES:

1. To support the Headteacher by ensuring the effective leadership of your area of responsibility.
2. To liaise with other leaders in school to ensure a co-ordinated and planned approach across the whole school.
3. To liaise with outside providers, seek out current best practice and apply this in school to enhance the quality of teaching and learning.
4. To lead staff in defined areas to enhance teaching and learning quality. This will include regular monitoring activities (work, lessons and discussions).
5. To oversee the efficient and effective deployment of all staff and resources in area of responsibility.
6. To oversee the management of the record keeping system and to plan reviews as appropriate.
7. To participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
8. To make a significant and effective contribution to the policies, organisation and aspirations of the school.
9. To oversee data and provide guidance for staff in addressing areas of development as a result.

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.

To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.

To achieve any performance criteria or targets arising from the School's Performance Management arrangements.

This job description will be reviewed annually.

SIGNED..... POST HOLDER

SIGNED..... HEADTEACHER

DATE