



**Salary: MPR/ UPR**

**Manages- Negotiated at interview (not relevant to ECT in first instance)**

The Colmore Schools are currently two separate schools sharing common policies, and a single Governing Body and site. The Executive Headteacher is accountable to the Governing Body and will line manage the Heads of School and they in turn will line manage the wider team. The Assistant Heads will support the Head of School in running the school in their absence. Year Team Leaders will support other senior staff with performance managing the wider teaching team.

### 1. Core Purpose

A teacher at Colmore Junior School will recognise the impact that they have on the pupils in their care and share the philosophy that every child matters, considering the impact of each interaction on a child's social, emotional and academic development. They will demonstrate developed emotional and academic intelligence.

Our teachers will always safeguard the children at Colmore Junior School, supporting senior leaders in health and safety duties. They will use internal reporting systems to share information on a need to know basis maintaining confidentiality at all times.

### 2. Teaching and learning (*You will...*)

- Be responsible for the progress and educational development of pupils in your class. You will be expected to plan exciting lessons within the framework of the National Curriculum, with the scope and differentiation to ensure all pupils succeed.
- Be responsible for a class of Year 3, 4 5 or 6 children ensuring you meet the learning needs of all children.
- Provide contribute to PPA sessions on a weekly basis which will be held with other members of staff in your year team so that we can create a collaborative approach that ensures effective progression and skills development.
- Use the up-to-date approaches in your planning, teaching and assessment.
- Show a commitment to current educational thinking and demonstrate this in your practice.
- Need to assess the progress of pupils in the class for which you are responsible following the School's agreed feedback policy and providing next steps to promote progress.
- Be responsible for the learning environment in your classroom – creating; displays showing the work the children are undertaking, working walls to support them with their independent learning.
- Provide reports on individual children. These will be written; as final annual report to parents, when a child may be transferring to another school, concerning a child's special educational needs, or for any other reason the Head of School may consider necessary. Orally (the termly consultation meeting with parents or special needs reviews.
- Be required to speak to external services with the aim of supporting children's needs or safeguarding.
- Need to liaise with staff for the purposes of curriculum development and for support of children with special educational needs and disabilities.
- Be prepared to open your doors to support Teaching School activities such as observations, learning walks.
- Undertake tasks for the overall development of the school such as leading training (Such tasks will be fairly distributed amongst all staff.)

### 3. Communication and relationships (*You will...*)

- Ensure that parents are seen as an important partner in developing the children's social, academic and emotional well-being, keeping them updated of progress of such.
- Treat our children with respect and ensure that they treat you equally recognising the importance of developing the children's character.
- Value your peers recognising that the success of the school is largely down to the teamwork and family ethos that has been established for years.
- Be responsible for managing adults in your classroom and supporting their performance management and celebrating their successes as well as ensuring that they promote caring attitudes towards our pupils.
- Seek to support Year Team Leaders in their duties and be proactive in planning g meetings to ensure that an ethos of teamwork is central.
- Work with external agencies in the best interests of the children in your care.
- Attend and contribute to early morning briefing sessions informing colleagues of changes to planned daily diary.
- Inform parents and carers when their child's behaviour needs addressing and sharing successes at earliest possible opportunity.
- Liaise with the SENDCo when concerns about the academic progress of the children arise.
- Use CPOMs to share safeguarding concerns and ensure that information contained is kept confidential.
- Check emails and respond when required but be conscious when sending emails protecting everyone's entitlement to a healthy work life balance.



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#### **4. Management Responsibilities within School (You will...)**

- Need to be aware of the distinctive nature of your subject area and how it will make a difference to a child's understanding.
- Should be aware of current educational developments. This includes the reading of material such as DfE or any relevant associations which support the teaching of the subject.
- Attend courses, both to extend your knowledge base and to develop your teaching expertise
- Be aware of current classroom practice throughout the school for your subject and ensure that it is consistent with the School's Policy.
- Monitor the current Policy for the subject, ensure it progresses work done in the EYFS, develops the children's understanding over the KS1 and KS2.
- Ensure that the current policy is updated, and that staff are aware of the changes and that these are reflected in their schemes of work and teaching.
- Support colleagues, especially through the recommendation or provision of materials or the supply of INSET.
- Be responsible, in consultation with colleagues, for a positive, manageable assessment procedure so that the children's development in the subject can be monitored and recorded.
- Maintain resources to support teaching within the subject throughout the school. It is recognized that this will need to be within the overall financial capabilities of the school.
- Monitor classroom and central resource provision, be aware of external sources of materials and providers; recommend resources to staff, manage an annual budget; and maintain a catalogue of resources in school and their location.
- Talk or write about the teaching of your subject. This may be to governors, parents, or others who may seem appropriate.
- Above all, seek to promote the development and success of you area of the curriculum.

#### **5. Other Responsibilities (You will...)**

- Be responsible for promoting and safeguarding the welfare of all pupils in the school.
- Take responsibility for health and safety in your classroom, ensuring that all policies are adhered to and that your classroom is a safe working environment for both pupils and staff.
- Contribute to health and safety across the whole site, bringing areas of concern to the attention of the Head of School.
- On trips and visits you will be expected to read and conform to any risk assessment procedures and ensure the safety of your pupils and supporting adults wherever you are.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Share the general duty rotas to aid the smooth running of the school.
- Organize and/or be involved in whole school events.
- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Engage in Performance Management and actively pursue personal and professional development.
- Attend Governing Body Meetings when requested.
- To undertake any other duties commensurate with the grading and level of responsibility required within the general level of responsibility of the post.