

Job Description

Class Teacher & Phase Leader for Years 3 and 4



Responsible to:

Headteacher, Deputy Headteacher and Assistant Headteachers.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed annually.

Class Teacher responsibilities:

A Planning, teaching and class management, to:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- developing and supporting the children's social, emotional and behaviours for learning
- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN 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 effective teaching and best use of available time
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT 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 recognize 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 with the stated policies and practices of the school

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- 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 reasonable additional responsibilities which might from time to time be determined

Phase Leader responsibilities:

A. Strategic direction and development of Years 3 and 4 – in cooperation with, and under the direction of, the Headteacher and Deputy Headteacher:

- support the vision, ethos and policies of the school and promote high levels of achievement in their year groups;
- support the creation and implementation of the school development plan, especially as it relates to the year groups and to take responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets the school sets and monitor the progress of those which relate to their year group;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on their year group;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment in their year group.

B. Teaching and learning – to:

- be responsible for monitoring the teaching of Years 3 and 4 to ensure effective learning occurs and that high standards of achievement, behaviour and discipline is maintained;
- take a lead role in encouraging staff to reflect on teaching and learning throughout the school;
- be responsible for the pastoral care of pupils throughout the year groups, promoting self discipline and good behaviour at all times, in accordance with school policies;
- take responsibility for the development and monitoring of the curriculum provision throughout the year groups, liaising appropriately with subject coordinators, class teachers and other year group coordinators;
- support the head and deputy head teachers in the monitoring of the quality of teaching and children's achievements across the year groups, including the analysis of performance data;
- support the head and deputy head teachers in developing links with parents of children in the year groups.

C. Leading and managing staff - to:

- support the Headteacher and Deputy Headteacher in developing positive working relationships with and between all pupils and staff in the year groups;
- lead groups of staff in developmental activities and evaluate outcomes;
- support the performance management process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and teaching assistants in the year groups.

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- Provide subject leadership on an area to be negotiated.

D. Effective deployment of staff and resources - to:

- support the Headteacher and Deputy Headteacher in the deployment of staff in the year groups, and support those staff in their duties;
- work with the Headteacher and Deputy Headteacher in establishing priorities for expenditure for the year groups, and in monitoring the effectiveness of spending and usage of resources.

E. General – to:

- take on specific tasks related to the day to day administration and organisation of the school;
- take on any additional responsibilities which might from time to time be determined.
- Arrange and lead a residential
- Run an after-school club for a minimum of half a term per year

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.