



Job description

Job title	Class Teacher (and possible Curriculum Leader)	Grade	MPS (+ possible TLR)
School	Nightingale Primary School		
Reports to	Assistant Headteacher / Deputy Headteacher		
Responsible for	N/A		
Purpose of job			
<p>In addition to:</p> <ul style="list-style-type: none"> ➤ Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document ➤ Meeting the expectations set out in the Teachers' Standards <p>A curriculum leader, under the direction of the the SLT lead for their working party, will take lead responsibility of their curriculum area to secure:</p> <ul style="list-style-type: none"> ➤ High-quality teaching ➤ Effective use of resources ➤ Improved standards of learning and achievement for all ➤ High quality enrichment and co-curriculum provision in their area 			
Main duties and responsibilities			
<p>Teaching</p> <ul style="list-style-type: none"> ➤ Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work ➤ Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment ➤ Adapt teaching to respond to the strengths and needs of pupils ➤ Set high expectations which inspire, motivate and challenge pupils ➤ Promote good progress and outcomes by pupils ➤ Demonstrate good subject and curriculum knowledge ➤ Participate in arrangements for preparing pupils for external tests ➤ Establish a safe and stimulating learning environment ➤ Provide homework to support children's in-school learning ➤ Provide pupils with appropriate feedback, in line with the school's policy 			

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Model the ethos and values of the school to pupils
- Implement the school policy on uniform
- Ensure the register is marked and up-to-date, as required by law

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers, including providing a written annual report
- Communicate effectively with outside agencies, including providing written reports as requested

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Effectively deploy any adults, other than teachers, working in your class

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Leading the curriculum

- Design, develop and regularly review the vision, aims and purpose for the curriculum area
- Maintain the curriculum for their area over time, amending it as required
- Liaise with other teachers, working party members and senior leaders in the process of developing and implementing the curriculum
- Make sure that the curriculum:
 - Is well planned, sequenced and relevant
 - Meets the needs of all pupils
 - Reflects the requirements of the National Curriculum
 - Is implemented effectively and consistently across the school
- Establish and manage an appropriate system for assessing progress to ensure the curriculum for their area has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the curriculum area
- Keep up to date with national and international developments that may affect the curriculum
- Contribute to the school's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact
- Contribute to the planning and delivery of co-curriculum and enrichment activities, including by contributing to our extra-curricular provision.

Leading and managing staff

- Leading CPD sessions (as determined by SLT) to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the curriculum
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the curriculum
- Present to staff, senior leaders, governors and parents (if required) on the curriculum
- Coach and model high quality teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the curriculum
- Work with other working party members to ensure that links between the subject topics and fiction and non-fiction books are used within the English curriculum
- Create a safe, welcoming environment and take care of the classroom accommodation
- Provide support with displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils, and model best practice through own classroom displays and corridor displays
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Contribute to managing a budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to any pupils learning from home due to extreme circumstances
- Ensure resources are stored and organized in a tidy and effective manner

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person specification

Job title	Class Teacher (and possible Curriculum Leader)	Grade	MPS (+ possible TLR)
School	Nightingale Primary School		
Qualifications and training <ul style="list-style-type: none">➤ Qualified teacher status➤ Evidence of professional development relevant to this role			
Experience <ul style="list-style-type: none">➤ Teaching experience➤ Successful experience contributing to curriculum leadership			
Skills and knowledge <ul style="list-style-type: none">➤ Expert knowledge of the National Curriculum➤ Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve➤ Understanding of how to design and develop a well-sequenced curriculum➤ Understanding of assessment and data and how to use assessment data effectively➤ Awareness of local and national organisations that can provide support with delivering the curriculum➤ Ability to build effective working relationships with staff and other stakeholders, both orally and in writing➤ Ability to adapt teaching to meet pupils' needs➤ Ability to build effective working relationships with pupils➤ Knowledge of guidance and requirements around safeguarding children➤ Good IT skills➤ Effective communication and interpersonal skills➤ Ability to communicate a vision and inspire others➤ Ability to deliver training effectively➤ Ability to produce good quality written reports			
Personal qualities <ul style="list-style-type: none">➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school➤ Uphold and promote the ethos and values of the school➤ Ability to work under pressure and prioritise effectively➤ Understanding of confidentiality➤ Commitment to safeguarding and equality			
Other job requirements: <ul style="list-style-type: none">➤ Enhanced DBS check.			

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: July 2023