

# JOB DESCRIPTION

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| **SCHOOL: Broadoak Primary School** | | |  | |
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| **JOB DETAILS:** | |  | | |
| **Job Title:** | | Teacher with TLR 2 (£3045) | | |
| **Grade:** | | Main Scale / UPS | | |
| **Directly responsible to:** | | The Headteacher and the Governing Body of the school. | | |
| **Directly responsible for:** | | * Teaching, Learning and Pupil Progress within Early Years /KS1 * Subject Leadership (TBC) | | |
| **Hours of Duty:** | | 1265 hours per year | | |
| ***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*** | | | | |
| **Primary purpose of the job:** | | | | |
| * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care. * To monitor and support the overall progress and development of learners as a teacher. * To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. * To undertake sustained additional responsibility in the context of the school’s staffing structure in order to deliver high quality teaching and learning. | | | | |
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| **Main Duties and Responsibilities/Accountabilities:** | | | | |
|  | **In partnership with the Headteacher, assist in:** | | | |
|  | * The provision of the agreed school curriculum for the relevant learners to be taught, its schemes of work and the implementation of the school policies. | | | |
|  | * To provide well planned, full learning experiences and support for learners. | | | |
|  | * Contributing to the school process of self-evaluation and development, to have regard for your own professional development and to play a part in the general life and work of the school its meetings and events. | | | |
|  | * To provide a focus on teaching and learning through, training, support and advice to the school, all its staff and to inform the policies, schemes and codes of practice. | | | |
|  | * To lead, manage and develop an aspect of the school (specified by Headteacher and subject to change) and be accountable for pupil progress across the school in this area. | | | |
|  | **Teaching and Learning** | | | |
|  | ***Be the exemplar of high quality teaching and learning in the school.*** | | | |
|  | **In partnership with the Headteacher, assist in:** | | | |
|  | * To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work. | | | |
|  | * To ensure effective development of learners’ English, mathematics and computing skills throughout your teaching. | | | |
|  | * To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement. | | | |
|  | * To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. | | | |
|  | * To establish and implement school policies and practices for assessing, recording and reporting on learners’ achievement and for using this information to recognise progress in report writing and record keeping. | | | |
|  | * To ensure that information about learners’ achievements in previous classes is used for valued further progress. | | | |
|  | * To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners’ and evaluate progress, achievement and the next steps for further progress to be made. | | | |
|  | * To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work. | | | |
|  | **Strategic Planning and Curriculum** | | | |
|  | * To lead and assist in the development and implementation of policies, practices and the curriculum schemes of work which reflect the schools' commitment to high achievement and effective teaching and learning. | | | |
|  | * To contribute to the creation of a climate, which enables other staff to develop and maintain positive attitudes towards their teaching. | | | |
|  | * To help to establish, with the involvement of relevant staff, long term plans for development which:   + Contribute to whole school aims, policies and practices.   + Are understood by all those involved in putting the   + Plans into practice.   + Are clear about the action to be taken, timescales and   + Criteria for success. | | | |
|  | * To monitor the progress made in achieving plans and targets, and use the analyses to guide further improvement in revised plans and reports. | | | |
|  | * To provide necessary data and to analyse data effectively to identify learners needs and those who are underachieving and where necessary, create and implement effective plans of action to support them. | | | |
|  | * To analyse and interpret all appropriate evidence both in school and from outside to inform, policies, practices, expectations, targets and teaching methods | | | |
|  | * To contribute to the school process of self-evaluation and development and School Improvement Plan, to have regard for your own professional development and to play a part in the general life and work of the school its meetings and events. | | | |
|  | * To work with Headteacher, Deputy Head and other TLR’s on issues of curriculum development or on your personal development of teaching and learning practice where issues are identified through planned observation in line with the school-monitoring programme. | | | |
|  | **Leading and Managing Staff** | | | |
|  | ***Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.*** | | | |
|  | **In partnership with the Headteacher, assist in:** | | | |
|  | * To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability. | | | |
|  | * To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school. | | | |
|  | * To lead school professional development through example, training and support to all the school staff. | | | |
|  | * To ensure that the Headteacher, Senior Leadership Team and Governors are well informed about the latest educational thinking on curriculum delivery, developments, expectations and standards both nationally and in school | | | |
|  | * To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability. | | | |
|  | * To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school. | | | |
|  | **Efficient and effective deployment of staff and resources** | | | |
|  | **In partnership with the Headteacher, assist in:** | | | |
|  | * To establish resource needs and advise the SLT of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans. | | | |
|  | * To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping. | | | |
|  | * To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school. | | | |
|  | * To be responsible for school Continuous Professional Learning plans and programme, curriculum resources purchase, monitoring and stock control. And to be financially accountable to the school budget for these resources. | | | |
|  | * To support and discuss school policies at Governors and /or parents meetings when requested to do so. To contribute towards the enhancement and broadening of the schools present policies in parental and community involvement. | | | |
|  | * To support and contribute to effective working relationships with teachers, parents, Advisors, at school, national meetings, the media and the community generally; to be accountable to the Headteacher, the School Governors. | | | |
|  | * To establish resource needs and advise the SLT of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans. | | | |
|  | * To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping. | | | |
|  | **Accountability** | | | |
|  | **In partnership with the Headteacher, assist in:** | | | |
|  | * Creating and developing an organisation in which all the members of the school recognise that they are accountable for the success of the school. | | | |
|  | * Ensuring that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting children’s learning and achieving the school’s targets for improvement. | | | |
|  | * Carry out any duties as may be reasonably required by the Headteacher. | | | |
|  | **School Specific Responsibilities** | | | |
|  | The school specific responsibilities will be agreed with the successful candidate upon appointment, but will include those outlined in responsibility section and below. | | | |
|  | * To observe, analyse and monitor teaching and learning of a core area in the school in line with the school monitoring cycle. | | | |
|  | * To mentor and coach individual colleagues as agreed with the Headteacher and individuals after analysis and consultation. | | | |
|  | * To plan the school CPD programme in liaison with the SLT. | | | |
|  | * To be accountable for ordering and deployment of curriculum resources within the agreed budget. | | | |
|  | * To lead and deliver curriculum CPD to staff as part of the school programme and to liaise with partner schools as appropriate. | | | |
|  | * To attend SLT meetings. | | | |
|  | * To report to SLT, Staff, Governors as necessary | | | |
|  | * To advise the SLT on curriculum developments in order to raise standards in teaching and learning and especially in line with the new curriculum, and your specific responsibilities. | | | |
|  | * To attend training courses as agreed with the Headteacher and for your own appraisal objectives. | | | |
| **Review Arrangements:** | | | | |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. | | | | |

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| **Date Job Description prepared/revised:** |  |
| **Prepared by:** |  |
| **Agreed by Postholder** |  |