



The Stonebridge School



JOB DESCRIPTION: Class Teacher & **Subject Leader**

JOB TITLE: Class teacher & **Subject Leader**

SALARY SCALE: Inner London Pay Scale (M1 – M6) plus TLR 2a

RESPONSIBLE TO: The SLT Member for the Subject Leader Role

PURPOSE OF JOB

The teacher will:

1. Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
2. Meet the expectations set out in the Teachers' Standards
3. The education and welfare of a class in accordance with the requirements of The School Teachers' Pay and Conditions Document, having due regard to the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the **GOVERNING BODY**. To share in the corporate responsibility for the well-being and discipline of **all** pupils.
4. To be responsible and take ownership for leading a subject area in order to secure high quality standards of achievement and quality of provision for all pupils in the school.

POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:

- national legislation, including Education Acts from 1944 to the present, the SEN Code of Practice and the current School Teachers' Pay and Conditions document subject to any amendments due to government legislation
- school policies and guidelines on the curriculum and school organisation;
- LA policies and guidelines, in particular those relating to curricular aims and principles and to equalities policies.

LIAISON AND CO-OPERATION:

The teacher will work in liaison, contact and co-operation with:

- Other members of staff;
- Members of LA support and advisory services;
- Organisations and networks relevant to the teacher's specialism or subject;
- Parents/carers, Governors and the local community.
- Other local schools

Duties and responsibilities as a teacher

Teaching

- 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



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

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

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

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

SPECIFIC DUTIES AS A SUBJECT LEADER

1. To contribute to the development, monitoring and evaluation of the School Improvement Plan.
2. To monitor teaching standards across school and report outcome to the Headteacher/ Deputy Headteacher.
3. To monitor and evaluate standards of learning in the school with the Headteacher, Deputy Headteacher & Assistant Headteacher.
4. Attend Middle Leader / SLT meetings as required.
5. Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching.
6. Work collaboratively with staff and SLT on identified school priorities.
7. To have the highest standard of teaching and learning, assessment in their own classroom and to always be an excellent model for excellent classroom practice across the primary curriculum.
8. To have the highest quality of classroom environment including classroom displays, books and wider school life.
9. To drive and be involved in the wider aspects of school life.



LEADERSHIP OF SUBJECT AREA

1. To have responsibility and devolved leadership for the strategic leadership and management of a subject area.
2. To ensure that the school complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
3. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
4. To ensure that teachers – through short, medium and long term plans – understand the sequence of teaching and learning.
5. To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEND, higher attainers, pupils with English as an additional language.
6. as an additional language and other learning groups as appropriate and identified.
7. To offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards and to model teaching of lesson to staff.
8. To liaise with relevant members of staff including outside agencies.
9. Lead CPD meetings and INSET for the school.
10. To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
11. To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
12. To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school plan.
13. To maintain an evidence file for inclusion in the SEF, as appropriate.
14. To establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure.
15. To allocate, deploy and maintain resources to ensure value for money.
16. To maintain effective communication with Governors ensuring they are well informed about subject plans, policies and priorities.
17. To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and IT provide the subject area, including the annual report to parents.
18. To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.