\\server\users$\staff\Mgarlick\Desktop\Logos\For Print\Helme Academy Logo SMALL.tif**HELME CHURCH OF ENGLAND ACADEMY**

**JOB TITLE:**  **Class Teacher (Main pay scale) + TLR2 Curriculum Leadership**

**RESPONSIBLE TO: The Headteacher**

To facilitate and encourage learning which enables pupils to achieve; to share and support the corporate responsibility for the well-being, education and discipline of all pupils.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

**RESPONSIBILITIES AS A MAIN SCALE TEACHER**

**MAIN PURPOSE**

To ensure you meet the Teaching Standards at all times.

**Teaching and Managing Pupil Learning**

* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
* Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour management through well- focused teaching and through positive and productive relationships.
* Ensure a broad, balanced and meaningful curriculum is maintained based upon an activity - based approach which puts children at the center of their learning.
* Interact with and support children, providing them with a secure environment to learn.
* Assist with the development of children’s personal, social, emotional and language abilities.
* Support the development of children’s basic skills, including physical co- ordination, speech and communication.
* Prepare, deliver, assess, display and record work for all children appropriate to their current educational programmes and in accordance with school policy.

**Planning and Setting Expectations/Pupil Achievement**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning and motivation through such personal guidance, parental involvement and professional consultation as may be necessary. Set clear targets for pupils' learning, building on prior attainment.
* Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on CPOMS and ANPs/My Support Plans, in accordance with school’s SEND procedures

**Assessment and Evaluation**

* Observe, assess and record each child’s progress giving effective feedback to support future development and to identify next steps in their learning.
* When applicable, understand the demands expected of pupils in relation to the National Curriculum in FS, KS1 and KS2.
* Record children’s attainments and provide reports in the form and at intervals required by the school and within requirements.

**Pastoral**

* Register the attendance or absence of children in an assigned group and to follow the school procedure for the investigation of absences and the encouragement of regular attendance.
* Promote the social welfare of individual children through personal counselling and by prompt referral to appropriate colleagues within the agreed procedures.
* Attend within the specified time allocations and at reasonable advance notice such regular or occasional meetings with colleagues, parents or representatives of other bodies as required.

**General**

* Supervise the orderly movement of children around the school and to actively maintain the good order and the health and safety of children engaged in school activities both on school premises and elsewhere.
* Comply with arrangements made to cover the absence of colleagues, subject to current conditions of service.
* Carry out all other duties appropriate to the level expected of a teacher relating to the efficient organisation of the school.
* Participate in Appraisal in accordance with school policy and statutory guidance.
* As part of your wider duties and responsibilities you are required to promote and actively support the Academies responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

**Specific**

* Work co-operatively within the staff team to ensure comparability of educational provision and continuity of learning.
* Regularly revise and/or update relevant schemes of work/planning in consultation with colleagues.
* Support, advise and monitor colleagues, as appropriate.
* Monitor and order resources in consultation with the Head Teacher

**RESPONSIBILITIES AS CURRICULUM LEADER**

**MAIN PURPOSE**

The curriculum leader, under the direction of the headteacher, will take lead responsibility of the curriculum to secure:

* High-quality teaching
* Effective use of resources
* Improved standards of learning and achievement for all

DUTIES AND RESPONSIBILITIES

Leading the curriculum

* To set high expectations and promote the highest possible quality of provision in Foundation Subjects and Science throughout the whole school, including EYFS
* Design, develop and regularly review the vision, aims and purpose for the curriculum
* Maintain the curriculum over time, amending it as required
* To work collaboratively with other middle and senior leaders as appropriate, including attending meetings to contribute to school self-evaluation and to review and develop curriculum, teaching and assessment.
* 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 has a positive impact on pupils’ learning
* To raise standards of attainment in Foundation Subjects and Science, particularly for our most vulnerable pupils
* Have an overarching responsibility for pupils’ achievement and standards in the curriculum
* 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

Leading and managing staff

* 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 team 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 the English subject leader to ensure that links between the subject topics and fiction and
* Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
* Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
* Manage budget effectively to ensure it is spent on resources that add value and enhance the learning experience

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