



## Core Subject Co-ordinator Job Description

### Post title

**School:**

Leominster Primary School

**Salary and grade:**

MS/UPR + TLR

**Line manager/s:**

Headteacher

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### Main purpose of the job:

- The strategic management of a core curriculum area.

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### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

In addition to class teacher responsibilities (please refer to appropriate job description):

Ensuring the development of subject provision, the quality of teaching and learning and raising standards through, but not limited to, the following areas:

- The analysis of data and use of data analysis
- Informing progress meetings
- Establishing curriculum priorities
- Ensuring curriculum coverage
- Developing marking guidelines
- Developing planning processes
- Developing assessment processes
- Developing moderation processes
- Developing target setting processes
- Developing pupil engagement processes
- Monitoring of the quality of teaching and learning
- Development of staff through coaching, dialogue, mentoring and support
- Developing parental partnership processes
- Developing CPD for all staff, including individual support, to ensure a coherent programme of CPD involving all stakeholders
- Conduct self-evaluations of subject area and drawing up strategic action plans
- Resourcing the curriculum
- Attend co-ordinator meetings
- Ensuring national assessment requirements are met

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly

- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils and exercise appropriate authority.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder:** \_\_\_\_\_ **Date:**    /    /

**Signature of headteacher:** \_\_\_\_\_ **Date:**    /    /