**Job Description**

**Leadership & Management**

* Take responsibility for children’s learning and progress.
* Ensure all pupils have access to the curriculum.
* Ensure the curriculum is taught consistently, has balance, shows progression and continuity, and is matched to needs.
* Manage resources.
* Attend whole school meetings and training.
* Manage Teaching Assistants allocated to the class and to individual children.
* Liaise with outside agencies with regard to SEN children in the class.

**Quality of Teaching, Learning and Assessment**

* Deliver creative and effective teaching strategies and approaches.
* Make effective use of AfL strategies to assess progress and inform planning.
* Ensure pupils are set appropriate challenging tasks.
* Provide pupils with cross-curricular links.
* Ensure the promotion of a positive learning environment.
* Bring any concerns to the Head Teacher
* Communicate pastoral concerns with parents, working together to resolve issues.
* Contribute to the wider life of school (PTA events, clubs etc).

**Outcomes for Pupils**

* Ensure intervention strategies, where appropriate, are taking place within the weekly timetable.
* Maintain an overview of standards and progress.
* Monitor the progress of pupils throughout the year, identifying underachievement. This will be monitored through regular data meetings.
* Monitor progress of vulnerable groups.
* Moderate assessments within the school.
* Report progress and attainment to parents / carers.
* Work with parents and encourage their involvement in supporting their children’s learning

**Personal Development, Behaviour and Welfare**

* Ensure children are safe.
* Ensure the Behaviour policy is implemented.
* Read and implement all policies relating to Safeguarding of children.
* Liaise with Designated Safeguarding Lead when appropriate.
* Share responsibility for the appearance of the school (displays, tidiness of resources etc).
* Be aware of any Health & Safety issues.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all school policies including in particular Health and Safety and Safeguarding.
* Participate in the school appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Hartshorne CE Primary School and establish constructive relationships with other schools and other agencies as appropriate to the role.
* Be aware of and comply with GDPR.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Head Teacher.

These duties are to be carried out in conjunction with School Teachers’ Pay and Conditions

All staff are required to complete an enhanced DBS check and all posts are subject to satisfactory references, a health screening questionnaire and proof of eligibility to work in the UK.