

**Harbinger Primary School**  
**Job Description**

POST	PPA Teacher and Subject Lead (we are open to subject specialists)
SALARY	Main Scale / Upper Pay Scale, depending on experience
EMPLOYMENT STATUS	Part-time, Permanent
DAYS	Mondays-Wednesdays (0.6)
RESPONSIBLE to	Executive Headteacher / Head of School / Deputy Headteacher / Assistant Headteacher

**Main Activities and Responsibilities**

To perform the duties of a Teacher as outlined in the School Teachers' Pay and Conditions document.

To lead on a subject throughout the school, and to teach according to the school's guidelines and policies.

To be able to plan, deliver, monitor and evaluate pupils' learning.

**Particular Specific Responsibilities**

- The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The postholder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Executive Headteacher.
- To lead on a subject in the school curriculum and lead on its delivery throughout the school.

**General Responsibilities**

- Setting high expectations which inspire and motivate students whilst drawing upon good subject and curriculum knowledge.
- Planning, preparing and delivering appropriate work based on accurate, on-going assessment of students' progress and needs.
- Marking regularly and providing students with constructive, supportive feedback.
- Reviewing teaching methods with a real focus on how students learn and make progress in each lesson.

- Taking part in the school's observation arrangements and undertaking a professional discussion following these opportunities.
- Being aware of teaching groups' and individuals' abilities and having a commitment to adding value.
- Participating in training and development activities to update and improve subjects' preparation, delivery and assessment.
- Participating in the preparation of formal/informal reports on students and providing parents with information relating to their daughter's/son's progress.
- Taking care to uphold the school standards inside and outside the classroom.
- Encouraging and supporting the students in understanding the wider implications/applications of the subject within local, national and global communities.
- Having full regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Making a positive contribution to the wider life and ethos of the school.

### **Other Responsibilities**

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Executive Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

### **Key Organisational Objectives**

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health & Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

### **Conditions of Service**

Governed by the National Agreement on Pay & Conditions of Service, supplemented by local conditions as agreed by the governors.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunity**

- The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Date of issue: \_\_\_\_\_

Signature of Postholder: \_\_\_\_\_

Signature of Executive Headteacher: \_\_\_\_\_