

Job Descriptions

Henleaze Junior School

▪ Class Teacher	▪ Core	MPS/UPS
<ul style="list-style-type: none"> ▪ The purpose of the post 	<ul style="list-style-type: none"> ▪ To ensure the effective education of the pupils for which they have responsibility in a balanced and broadly based curriculum which promotes their spiritual, moral, cultural, mental and physical development. ▪ To deliver all compulsory subjects of the National Curriculum, Religious Education (RE), Relationships and Sex Education (RSE) and Personal, Social and Health Education (PSHE) 	
<ul style="list-style-type: none"> ▪ To whom the postholder reports 	<ul style="list-style-type: none"> ▪ Head 	
<ul style="list-style-type: none"> ▪ The persons line managed by the postholder 	<ul style="list-style-type: none"> ▪ None 	
<ul style="list-style-type: none"> ▪ The generic responsibilities 	<ul style="list-style-type: none"> ▪ implement agreed school policies and guidelines; ▪ support initiatives agreed by the Headteacher and staff; ▪ maintain the positive ethos and core values of the school, both inside and outside the classroom; ▪ contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; ▪ attend INSET and disseminate information to colleagues ▪ participate in the performance management system for the appraisal of their own performance, or that of other teachers. ▪ Undertake other duties as may from time to time be reasonably assigned by the Headteacher, operating within the provision of the current School Teachers' Pay and Conditions document; ▪ ensure that the current national conditions of employment for schoolteachers are met. 	
<ul style="list-style-type: none"> ▪ The responsibilities specific to the post 	<ul style="list-style-type: none"> ▪ teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; ▪ plan appropriately to meet the needs of all pupils, through differentiation of tasks; ▪ be able to set clear targets, based on prior attainment, for pupils' learning; ▪ provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils; ▪ keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; ▪ report to parents on the development, progress and attainment of pupils; ▪ to take responsibility for the pastoral care of the children in their class; ▪ maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; ▪ participate in meetings which relate to the school's management, curriculum, administration or organisation; ▪ communicate and co-operate with specialists from outside agencies; ▪ lead, organise and direct support staff within the classroom; ▪ assume responsibility for a curriculum area in accordance with the job description for Subject Leaders (unless in first year of teaching) ▪ act as mentor or advisor to another member of staff, or student, under the guidance of the Leader for Staff Development 	

Job Descriptions

Henleaze Junior School

<ul style="list-style-type: none"> ▪ Class Teacher 	<ul style="list-style-type: none"> ▪ Subject Leader
<ul style="list-style-type: none"> ▪ The purpose of the post 	<ul style="list-style-type: none"> ▪ To ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school.
<ul style="list-style-type: none"> ▪ To whom the postholder reports 	<ul style="list-style-type: none"> ▪ Curriculum Leader
<ul style="list-style-type: none"> ▪ The persons line managed by the postholder 	<ul style="list-style-type: none"> ▪ None
<ul style="list-style-type: none"> ▪ The generic responsibilities 	<ul style="list-style-type: none"> ▪ coordinate the development of a cohesive and effective long-term plan in their subject; ▪ ensure that medium-term planning meets all National Curriculum requirements; ▪ review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Leadership Group and Governors; ▪ monitor achievement throughout the school in their subject, including analysis of statutory and non-statutory assessment data; ▪ liaise with the Special Needs team in the identification of children experiencing difficulties in their subject area and identifying appropriate programmes of support; ▪ support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate; ▪ lead by example, through good classroom practice; ▪ disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice; ▪ contribute action-planning in the subject for the School Development Plan; ▪ maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses; ▪ be responsible for the budget allocated to the subject area, and prioritise resource needs as indicated in the School Improvement Plan.
<ul style="list-style-type: none"> ▪ The responsibilities specific to the post 	<ul style="list-style-type: none"> ▪

Newly qualified teachers will not be expected to lead a curriculum subject during their induction year.