

Job Description: Class Teacher/Subject Leader

Scale: MPS

Job Purpose:

The Class Teacher will:

- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

Duties:

The Class Teacher will:

- support and promote the ethos of the school;
- display a high standard of professional behaviour and integrity at all times;
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- mark pupils' work regularly in accordance with the marking policy and ensure that children know how to improve their work by giving oral and/or written feedback.
- 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;
- 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;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Subject Leader Job Purpose:

- To provide subject leadership across the school (after NQT year completed).

- To oversee planning, teaching and learning and to ensure continuity and progression throughout the subject.

Duties:

The Subject Leader will:

- Provide leadership across the school in ensuring that the subject's curriculum is delivered to a high standard;
- establish good relationships, encourage good working practices and support and lead teachers in the subject;
- lead, support, motivate and direct support staff if necessary;
- oversee all aspects of the subject organisation and management, including preparing and reviewing the subject policy with other staff and ensuring that the policy is adhered to;
- evaluate pupils' progress, achievement and attainment, and report to the SLT and/or governors;
- lead by example in all areas of the subject;
- coordinate and oversee the organisation of school visits and extra-curricular activities within the subject.