

where required present them to the SLT.

- To assist in coordinating and advising on aspects of Art and Technology in any cross curricular or multi-disciplinary approach.
2. To be responsible for the teaching and pastoral care (in liaison with the Childcare Officer) to a specified class group.
 3. To assist in the professional development of colleagues by involvement in relevant aspects of the school's Staff support and Development Programme.
 4. To help establish with the teaching team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the school, including the careful presentation of work and the care of books and equipment.
 5. To take part with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the whole school curriculum including the National Curriculum.
 6. To carry out and share supervisory duties in accordance with published rosters.
 7. To participate in meetings with colleagues and parents.
 8. To take part in the initial Norfolk Steps training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.

WORKING TIME

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of responsibilities and duties the post holder must use directed time in accordance with the School Teachers Pay and Conditions Document and the Local Authority's policies and the school's plans on the use of time.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder through the school's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....

Date:.....

