



## Job Description

Post Held: Qualified Teacher  
Salary Scale: Main/Upper Pay Scale plus 1/2 SEN  
Postholder:  
Reports to: Head of School  
Date Effective From: September 2022

### **Main Job Elements:**

To carry out the professional duties of a School Teacher as set out in the current school Teachers Pay and Conditions Document.

- To plan, prepare, teach, assess and report in accordance with the curriculum of the school and the needs of the pupils.
- To communicate, collaborate and consult with line managers, parents and other agencies in order to promote the general progress and well being of the pupils.
- To participate in appraisal and Staff Development activities in order to foster personal development as a professional.
- To undertake specified administration, management and curriculum responsibilities.
- To adopt appropriate professional practice in support of actively promoting the school ethos and culture.
- To promote equality and respect for others in aspects of school life.
- A teacher working full time shall be available for work for 195 days in the school year and shall carry out such duties as directed by Headteacher for 1265 hours. Such a teacher shall in addition work such additional hours as is necessary to enable him/her to discharge effectively his/her professional duties.
- Marking of pupils' work, report writing, preparation of lessons, teaching materials and teaching programmes.

### **The Role of the Subject Manager (not applicable to Early Career Teachers for Induction years)**

The role and responsibility of the subject manager consist of three elements:

- 1 Advisory roles and responsibilities**
- 2 Managerial roles and responsibilities**
- 3 Curricular roles and responsibilities**

#### **1 Advisory Roles and Responsibilities**

Subject Managers need to be skilled teachers, able to work in collaboration with teaching and non-teaching colleagues in the classroom, across year groups and key stages, and to liaise in subject specific matters regarding individual pupils. Subject coordinators will need to be prepared to work in an

advisory capacity within their own school and to maintain links with other schools and relevant services across the LA.

- To promote teaching and learning through examples of good practice in own and others' classrooms, demonstrating effective ways of working to ensure maximum curricular access, challenge and progression.
- To work collaboratively with colleagues and pupils in securing an environment which supports purposeful learning
- To advise on assessing subject baseline performance in line with school policy
- To advise on the implementation and use of teacher assessment, SATs and other appropriate forms of testing achievement
- To organise and / or deliver INSET in line with subject priorities in the School Development Plan
- To establish a good working partnership with the relevant Borough advisory team to exchange information and advice
- To liaise with the Assistant Headteacher on making significant contributions to joint planning sessions

## **2 Managerial Roles and Responsibilities**

Subject Managers will need to liaise with a range of colleagues and coordinate their efforts with those of other professionals who contribute to the teaching and learning of pupils / students

- Within the relevant school phases: to monitor the effectiveness of subject planning, the consistency of teaching approaches in classrooms and teacher assessment of what is learned in consultation with senior staff through any whole school subject audit.
- To have access to half termly subject planning on an agreed whole school short term planning format to inform future schemes of work
- To be responsible for collecting and collating end of module assessments and using data collected to inform target setting.
- To provide a programme of subject specific induction, support and guidance for new teachers
- To contribute to the development and review of whole school systems of assessment and record keeping
- To monitor and evaluate the contributions made by the school or external support service staff to inter agency team work, ensuring the integration of the specialist contributions
- To foster the moderation of work across all relevant phases.
- To monitor subject progress across relevant phases by gender and ethnicity
- To liaise regarding subject area with the Deputy Headteacher responsible for curriculum matters.

## **3 Curricular Roles and Responsibilities**

Subject Managers will need to ensure that the balance and delivery of National Curriculum subjects and aspects of personal, social, health and physical factors and education combine to meet the priority needs of individual pupils. They need to remember that pupils / students needs may change over time, for example, where a pupil / student rapidly achieves targets successfully or where a programme requires review because of a degenerative condition, and that different or changing priorities may have to be put in place. Responsibility for the curriculum extends beyond the specialist context. Where a pupil / student is likely to return to the mainstream, advice on how to make the curriculum accessible to the pupil / student in their new context will be required.

- To monitor the application of the policy and schemes of work for the subject and to have oversight of the short term planning and associated assessment activities
- To prepare schemes of work differentiated from the National Curriculum. These schemes of work would take account of the requirements of the National Curriculum e.g. adapting existing planning to meet the needs of PMLD and autistic pupils / students in consultation with PMLD and TEACCH coordinators to ensure that all pupils / students have access to a relevant curriculum

- To monitor the use of resources and planning in order to meet curriculum needs
- To check and readjust the work of staff in accordance with the changing and diverse needs of our pupils and students e.g. through classroom observation
- To review as necessary all subject teaching materials and documentation in consultation with other teachers
- To audit existing resources and maintain an up to date list of their whereabouts
- To keep up to date with National Guidance on the teaching of the subject in mainstream and special schools
- To keep up to date with the subject and best practice as taught in mainstream and special schools
- To share current practice with visiting staff and outside agencies
- To write yearly subject development plans and interim reviews through subject audits
- To inform an action plan and subsequent related development and / or maintenance budget projections / claims
- To develop ICT links to subject topics
- To address the issue of inclusion wherever possible
- To secure adequate time allocation for the implementation of new strategies and the monitoring, development and review of own subject area
- To develop a portfolio charting own continuing personal, professional development and development of coordinators role: containing evidence or courses, experiences and what has been done as a coordinator
- To attend appropriate borough and non-borough courses

#### **General Tasks as related to Postholder:**

To be responsible for agreed aspects of the education of pupils and the delivery of the curriculum as it relates to all the roles undertaken by the postholder.

To plan individual educational programmes for a nominated group of pupils in liaison with other professionals.

To carry out agreed areas of planning, preparing, delivering, assessing, recording, monitoring and reporting duties in accordance with both school expectations and the National Curriculum.

To manage pupils both as a group and as individuals in respect of their learning, behaviour, motivation and needs.

To prepare and present Annual review reports for pupils and students taught within the subject area and / or class.

To prepare Special Educational Advice as agreed.

To organise and supervise educational visits and journeys for group of pupils.

To work with parents, producing and maintaining Home Programmes where mutually agreed.

To manage the allocated Teaching/Classroom Assistant hours.

To manage any Technical support that may be made available from time to time.

To be responsible for all aspects of the education of pupils and the delivery of the curriculum as it relates to all the roles undertaken by the post holder.

To be actively mindful of legislative and policy requirements as they relate to the post-holder's responsibilities.

To contribute to the continuing development of Trinity School as facilitated by the schools structure and communication channels,

To liaise with other post-holders as appropriate.

To liaise with internal and external support services as appropriate.

To cover for absent colleagues as reasonably required.

To ensure appropriate cover work is set and organised in the event of known absence.

To comply with school requirements in respect of this eventuality.

To carry out supervisory duties before and after school and during break times.

To attend regular meetings as laid out in the school's meeting schedule.

To participate in the development of whole school curriculum initiatives.

To contribute to the ordering and organisation of resources.

To attend school based INSET.

To encourage and participate in parental and community involvement.

To host scheduled Acts of Collective Worship throughout the school.

**Staff for Whom Responsible:**

- Classroom Assistants

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

To carry out tasks according to the needs and exigencies of the school and with due regard to the paramountcy of the children's best interest and a duty of care towards pupils.

This job description will be subject to Annual Review jointly with the Headteacher to take into account the changing needs of the school.

**Postholder:** ..... **Date**.....

**Headteacher.** ..... **Date**.....

**LONDON BOROUGH OF BARKING & DAGENHAM**