

Leadership Job Description

1.0 **Job Title:** Writing Leader

2.0 **Job Purpose**

To assist the Head Teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to take particular responsibility for writing across the school.

3.0 **Professional Duties**

3.1 To undertake the duties and responsibilities of a classroom teacher as required by the head teacher (see extract from School Teachers' Pay and Conditions Document attached).

3.2 To lead, manage and develop writing and make an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

3.3 To lead, develop and enhance the teaching practice of other staff in writing.

4.0 **Line Management**

4.1 Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school.

4.2 Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher.

5.0 **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

6.0 **Special Conditions**

6.1 A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

6.2 The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

Leigh Primary School

CLASS TEACHER – JOB DESCRIPTION

This appointment is subject to the current conditions of employment of teacher contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussions between the Head Teacher/Team Leader and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

A. Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed.
- setting tasks, including homework, which challenge pupils and ensure a high level of interest.
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- setting clear targets building on prior attainment.
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice.
- making effective use of assessment information when planning lessons.
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- effectively use Teaching Assistants and any additional adults in the classroom, to enhance the children's learning.

B Teaching and Class Management

- taking responsibility for the progress of the children you teach.
- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- provide clear structures for lessons maintaining pace, motivation and challenge.
- use a variety of teaching methods to:

- (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses.
 - (ii) Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary.
 - (iii) Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through the use of the library, ICT and other sources.
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- critically evaluate teaching to improve effectiveness.

C. Monitoring, assessment, recording, reporting – to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- mark and monitor pupils' work and set targets for progress.
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- prepare and present informative reports to parents.

D. Other professional requirements – to:

- have a working knowledge of teachers' professional duties and legal responsibilities.
- operate at all times within the stated policies and practices of the school.
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- endeavour to give every child the opportunity to reach their potential and meet high expectations.
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- take responsibility for their own professional development and duties in relation to school policies and practices.
- liaise effectively with parents and governors as necessary.
- in addition to carry out other duties as reasonably required by the Head Teacher.

Leigh Primary School

Person Specification: Qualified Class Teacher

Qualifications

Qualified Teacher status

Evidence of continuous professional development and commitment to further professional development.

Experience

The Class Teacher should preferably have experience of teaching in all phases of primary through their school based experience.

Knowledge and understanding

The Class Teacher should have knowledge and understanding of:

- The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation, behaviour management and learning strategies).
- The monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND, Safeguarding and Child Protection
- The positive links necessary within school and with all its stakeholders
- Effective teaching and learning styles
- The issues faced by children with English as an Additional Language.

In addition, the Class Teacher might also have knowledge and understanding of:

- Leading a National Curriculum subject
- experience of organising links between schools, especially partner schools.

Skills

The Class Teacher will be able to:

- Promote the school's vision and values positively
- Develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community
- Communicate effectively (both orally and in writing) to a variety of audiences
- Create a happy, challenging and effective learning environment
- Manage support staff
- Develop strategies for creating community links

Personal Characteristics

Approachable

Committed

Empathetic

Enthusiastic

Organised

Patient

Resourceful