



### **Accountability**

You are required to carry out the duties of a school teacher as set out in the school teachers 'Pay and Conditions' Document, having due regard to the requirements of the national curriculum, the school's aims, schemes of work and policies. You are accountable to the Headteacher and Governing Body in respect of all professional duties. You also have responsibilities to the Headteacher, Governing Body, L.A., colleagues, parents and children in respect of teaching duties and specific duties related to your job outlined below.

#### **Part 1. Duties:** As a class teacher you will

1. Have a duty of responsibility for safeguarding children.
2. Take responsibility for teaching a class of pupils, ensuring that your planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
3. Maintain the positive ethos and core values of the school, inside and outside the classroom.
4. Implement agreed school policies and guidelines.
5. Support initiatives decided by the Headteacher and staff.
6. Set high expectations and clear targets, based on prior attainment, for pupils' learning.
7. Employ adaptive teaching strategies to respond to and meet the strengths and needs of all pupils.
8. Provide a well organised, stimulating classroom environment, where resources can be accessed readily by all pupils in line with the school learning environment policy.
9. Make productive use of assessment, keeping appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
10. Work with school leaders to track the progress of individual children and key groups, intervening where pupils are not making progress.
11. Report to parents on the development, progress and attainment of pupils.
12. Manage behaviour calmly, positively and effectively in accordance with the school's behaviour policy and maintain good order and discipline to ensure a positive, safe learning environment.
13. Participate in meetings which relate to the school's management, administration & organisation.
14. Plan for, manage and direct support staff in the classroom for the benefit of the children.
15. Participate in the performance management system.
16. Participate in the sharing of good practice throughout the school and beyond.
17. Attend weekly staff meetings and TE days.
18. Work as a proactive member of the school team.
19. Lead at least one curriculum area as directed by the Headteacher dependent upon experience.
20. Maintain personal and professional standards & dress professionally at all times.
21. Work to fulfil the 'Teachers Standards'.

## Part 2. Subject Leader Roles

You will:

1. Prepare relevant action plans as part of the School Development Plan for your areas of responsibility at the beginning of each academic year to ensure subject development and pupil progress in line with the whole school priorities.
2. Act as a good role model for your subjects, motivating staff and providing advice, support and CPD as appropriate.
3. Monitor your subjects (book trawls, pupil interviews, lesson observations, learning walks) to ensure good or better teaching and learning.
4. Ensure school assessment, recording and reporting procedures are implemented and statutory requirements fulfilled for your subject.
5. Provide up to date information for the school website and communicate effectively with parents as necessary (information evenings, parent subject meetings)
6. Organise and audit resources at least annually and update staff on their availability and location.
7. Liaise with professionals and other colleagues as appropriate.
8. Work with local network and partnership schools to monitor standards and ensure consistency of provision (including moderation).
9. Lead your subject confidently.
10. Update your subject policies in line with current research and developments when necessary, or at least every 3 years.
11. Meet with link Governors to update and inform when requested.
12. Keep well organised subject leader files which all staff can access for information and resources. Maintain an up to date subject SEF & impact log. Ensure a smooth transition should you relinquish your subject leader role to another.

### Please Note

This is not necessarily a comprehensive definition of the posts you fill and you may be required to undertake such other tasks appropriate to the level of your appointment as the Headteacher may require. This job description will be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation.

Issued by Headteacher                      Signed.....

Received by Class Teacher                Signed.....

Date.....