

JOB DESCRIPTION

POSITION	Y6 Class Teacher and Enrichment Lead
GRADE	Teachers' Pay and Conditions & TLR 2a
REPORTS TO	Headteacher, Deputy Headteacher, Year Group Leader

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class/group of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, EYFS framework and school policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate learning programmes for all children in the designated class or group, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and parents in accordance with school policy.
3. To take responsibility for leading enrichment opportunities across school.

PRINCIPAL ACCOUNTABILITIES - TEACHING RESPONSIBILITY

1. To contribute to successful team work in year groups, key stages and across school.
2. To plan learning activities in accordance with national and school curriculum policies and schemes of work, in co-operation with year group colleagues, subject and senior leaders.
3. To support school's planned curriculum intent, implementation and impact by teaching a broad, balanced, relevant and stimulating range of subjects and activities.
4. To support school's ethos of inclusion by respecting and celebrating cultural diversity and providing equality of opportunity.
5. To ensure a close match between the learning experiences offered and the individual needs of pupils, giving each child an opportunity to achieve to the highest possible standard.
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7. To strive to close the attainment gap as quickly as possible for pupils not yet at age-related expectations.
8. To make appropriate educational provision for children with SEND and those learning English as an additional language, with support from the SENDCO.
9. To provide children with opportunities to manage their own learning and become independent learners as well as to learn co-operatively.
10. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
11. To foster each child's positive mental health and establish relationships which are based on mutual respect.
12. To maintain a high standard of displays both in the classroom and other areas of the school.
13. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and encourage the children to become more responsible for their own learning.
14. To assess pupils' progress, maintain records and provide written reports to parents in accordance with school policies.

15. To communicate and consult with parents and outside agencies, as necessary, about pupils' progress and attainment.
16. To liaise with support staff (both school based and from other external bodies) as required.
17. To lead the work of other adults in the classroom.
18. To engage in continuous professional development through phase meetings, staff meetings and INSET activities.
19. To assist the Headteacher and Deputy Headteacher in school's daily running by undertaking any other reasonable and relevant duties in accordance with changing needs.
20. To form and maintain links with the school's Governors.
21. To take responsibility for a curriculum subject area as agreed with the Headteacher and Deputy Headteacher by:
 - Promoting the teaching of the agreed subject throughout the school, according to the requirements of the EYFS/National Curriculum and any relevant initiatives.
 - In conjunction with the Headteacher, Deputy Headteacher or other senior staff, be responsible for the implementation and management of the school's policy and provision for the agreed subject area.
 - Maintain evidence of school standards, action plans and reviews in the agreed subject in order to improve the impact of teaching and learning.
 - Review the policy and adapt as appropriate.
 - Develop an appropriate scheme of work for the subject.
 - Take responsibility for maintaining and evaluating all material resources and a system of easy accessibility.
 - To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headteacher, Deputy Headteacher and School Business Manager.
 - Offer support and advice to colleagues: lead staff meetings in order to facilitate a good understanding and delivery of school policy in the subject.

PRINCIPAL ACCOUNTABILITIES – ENRICHMENT ROLE

1. Contribute to, implement and evaluate the success of the school development plan relevant to your TLR responsibility.
2. Support and implement the vision and ethos of the school.
3. Lead the assigned area across the whole school.
4. Work with leaders to develop area of TLR responsibility.
5. To take a lead in identifying group and/ or individual training needs and provide support for colleagues with your area of responsibility promoting a whole school approach.
6. To monitor standards and outcomes relevant to your TLR across school.
7. To develop pupils' talents and interests.
8. To provide pupils with meaningful opportunities to understand how to be responsible, respectful, active citizens who contribute positively to society.
9. To provide pupils with opportunities to develop character, resilience and confidence.
10. To liaise with the extended services lead to ensure that pupils have a wide range of after-school opportunities.
11. To lead on educational visits ensuring that pupils have a wide range of opportunities and that all visits are effectively risk assessed.
12. To provide pupils with theme days and experiences that enhance their school experience.
13. To manage, monitor and account for a budget around enrichment.
14. To work in partnership with parents and carers providing a quality experience for all pupils.
15. To assist the head teacher and deputy head teacher in school's daily running by undertaking any other reasonable and relevant duties in accordance with changing needs.

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by:

- Ensuring compliance with school and national safeguarding procedures and policies.
- Enactment of health and safety requirements and initiatives as directed.
- Ensuring compliance with data protection legislation.
- At all times operating within the school's agreed policies and approaches.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

(Governed by the national agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Governing Body).

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply procedures in relation to police checks.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of, and in compliance with, St Margaret's CE Primary School's Equal Opportunities Policy.

Date of issue: Signed post-holder

Signed Headteacher