The James Cambell Primary School

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**Job Description – Year Lead and Class Teacher**

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| **POST HELD:** | Year Lead and Class Teacher |
| **SALARY SCALE:** | MPS1-UPS3 and TLR |
| **WORKING HOURS:** | 32.5 hours weekly |
| **REPORT TO:** | Senior Leadership Team |
| **RESPONSIBLE FOR:** | * Teaching and learning for a class of up to 30 children * Leading a year group * Potential to lead a subject area |

**Leadership**

In addition to your responsibilities as a Class Teacher (outlined below) you will be responsible for leading a year group and/or a subject area(s). In this role you will:

* Provide an excellent role model for the year group, modelling excellent practice for the team to learn from and emulate
* Ensure consistent application of James Cambell’s policies, procedures, vision and values across the year group
* Lead and co-ordinate the work of the year group, taking responsibility for the quality of learning, pupil progress and standards
* Ensure that there is appropriate continuity and progression in planning, teaching and learning with a focus on adapting plans to meet the needs of all learners
* Lead weekly year group meetings, focusing on the curriculum and create a culture of ongoing professional dialogue about lessons, planning and pupils
* Mentor, coach and support teachers within the year group to ensure consistently good teaching, including Early Career Teachers and trainee teachers where required
* Plan and implement strategies to improve teaching where needs are identified
* Attend leadership team meetings as required and report to staff and governors as necessary
* Be accountable for pupil outcomes across the year group, ensuring that assessment data is completed accurately and used formatively to inform planning
* Maintain excellent relationships with the Senior Leadership Team, supporting the team to achieve the school priorities, targets and monitor the progress towards meeting them
* Work with the Senior Leadership Team, taking responsibility for the behaviour, pastoral wellbeing and safeguarding of pupils in your year group
* Work collaboratively with the Senior Leadership and teachers to develop the curriculum, refine lesson plans and raise the profile of a subject(s) within the school
* Actively manage relations with parents and external stakeholders as appropriate

**Class Teacher**

**Purpose of the Job:**

To provide a high-quality educational experience for all children by leading learning in school, developing consistent practice in teaching and learning and ensuring that children achieve the highest standards of attainment and achievement. Children are expected to make rapid and sustained progress.

**Main Activities:**

* To have responsibility for an assigned class/stream and the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
* To develop schemes of work and lesson plans in line with curriculum objectives to provide a broad and balanced coverage of all Core and Foundation subjects. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning and develop and plan opportunities to develop the social, emotional and cultural aspects of pupils to enable the optimum development of children, according to age, ability and aptitude.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To work together, as part of a team, actively involved in decision-making, to develop areas of provision that impact positively on learning and teaching throughout the school, maintaining at all times a professional relationship with pupils, staff, parents and governors.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To be responsible for statutory reporting to parents. To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate, e.g. Educational Psychologist.
* To prepare appropriate records for the transfer of pupils.
* To actively undertake personal professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer.
* To participate in staff meetings/Insets as required.
* To support and actively contribute towards the school’s vision and ensure that school policies are reflected in daily practice.
* To facilitate learning by establishing a relationship with pupils and by the organisation of learning resources and the classroom learning environment to facilitate and encourage learning which enables students to achieve high standards.
* To assess and maintain a record of progress and prepare pupils for examinations; link pupils' knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.
* To ensure that all deadlines in terms of teaching responsibilities are met and that all planning is completed and in school.
* To promote the aims and objectives of the school, support and uphold the schools’ ethos and  values and maintain its philosophy of education.
* To share and support the corporate responsibility for well-being, education and discipline of all children; to promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
* Ensure that teachers or staff members covering classes are familiar with lesson plans, expectations and year group procedures in order to be able to carry out their responsibilities effectively.

**Knowledge and Understanding:**

* Teachers are expected to have good knowledge of and keep up to date with the Early Years Curriculum and the National Curriculum. This includes any adaptations and curriculums the school adopt or use.
* Teachers are expected to understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development in order to adapt and improve provision so that children exceed expectations.
* Use technology in teaching and learning to enhance the learning and extend the learning experience for children. Teachers select and make good use of IT skills for classroom and management support.
* Be familiar with the school’s current systems and structures as outlined in policy documents including the Health and Safety and Child Protection Policies.
* Understand and know how national, local comparative and school data including National Curriculum test data can be used to set clear targets for pupil’s achievement.

**Planning:**

* Liaise with colleagues, subject leaders and other middle/senior leaders in the planning, development and delivery of an effective curriculum which meets the needs of all groups of pupils.
* Attend and contribute to staff meetings to support implementation of the School Improvement Plan, in accordance with school strategy and direction.
* Liaise with the Year Leader, Inclusion Manager/SENCO in planning intervention and targeted support for identified underachieving groups and ensuring that their provision is accurately and precisely targeted at needs.
* Monitor the programmes of intervention to ensure they provide rapid and sustained progress for all individual pupils.
* Ensure through planning, preparation and assessment sessions and any additional meetings that learning and provision is precisely planned for and evaluated so that all pupils with specific needs are catered for and exceeded.
* Plan and deliver in relation to the Early Learning Goals, National Curriculum and the school’s own policies and schemes of work.
* Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
* Make effective and explicit use of assessment information on pupils’ attainment and progress and in planning future lessons.
* Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
* Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
* Use a variety of teaching and learning styles to keep all pupils engaged.
* Plan opportunities for pupil engagement, pupil ownership and assessment.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.

**Professional Development**

* All teachers are expected, with support from the school, to improve their teaching and learning practice by being reflective practitioners, taking in part in professional development and practice opportunities and taking ownership of their professional develop in order to aspire and achieve outstanding outcomes for all pupils.
* Teachers will achieve this by undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to adapt practice and provision appropriately in line with changing demographics, school circumstances ensuring all children make rapid and sustained progress.
* Teachers will take part in appraisal meetings with year leaders and middle/senior leaders to set professional development and pupil progress targets ensuring practice and provision is adapted and improved so that the rapid progress of children in particular that of underperforming children is catered for.
* Teachers will also be expected to take ownership of their own teaching development, with support in the form of coaching, mentoring and self-reflection.

**Monitoring, Evaluation, Feedback and Review**

* Maintain consistently high standards of teaching and learning through the effective monitoring and evaluation of children’s’ work, pupil interviews, marking and the delivery of the curriculum. This will include feedback through lesson observations, learning walks, work scrutinise, data analysis and pupil interviews.
* Ensure identified areas of inconsistency are tackled in the adaptation of practice.
* Lead pupil progress meetings with children, lead learning and self-refection dialogue Ensure actions are being taken to ensure rapid progress or sustained progress of children where needed.
* Implement, monitor and evaluate the schools’ assessment, recording and feedback procedures; ensuring that agreed strategies are impacting directly on children’s learning and progress. Children are actively engaged and reflective of their learning needs.
* Use assessment information/data and records to adapt practice, evolve and adapt provision so that they impact directly on the quality of teaching, standards and actions taken to address areas for development for all children in line with expected milestones.
* Mark and monitor class work and homework in line with our feedback policy, providing constructive feedback and setting targets/next steps of learning for future progress. Children are actively engaged in this process;
* Provide reports on individual progress to the Head Teacher and parents as required.

**Professional Duties**

* Liaise with relevant external agencies as appropriate, such as external advisory staff or consultants and/or other schools on specific teaching and learning issues relevant to the year group, its pupils and staff.
* To keep up to date with national and local developments and disseminate this information to staff.
* Establish and maintain effective working relationships with professionals, colleagues and parents.
* Participate as required in meetings with professionals, colleagues and parents.
* Ensure that all holidays are taken during the school holiday schedule and not during term time.
* Ensure that if you are going to be absent for any reason, then you phone the cover supervisor between 6:15am- 6:45am.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

**Statutory Requirements:**

This post carries a requirement to have a Disclosure and Barring (DBS) check for children.