



## **HARLANDS PRIMARY SCHOOL**

### **TEACHER JOB DESCRIPTION**

Post: Class Teacher KS2 and Subject Leader

Responsible to: The Headteacher

### **Professional Duties**

#### **The Teachers' Standards issued by the DfE specify that:**

- Teachers make the education of their pupils their first concern
- Teachers are accountable for achieving the highest possible standards in work and conduct
- Teachers act with honesty and integrity
- Teachers have a strong subject knowledge
- Teachers keep their knowledge and skills as teachers up to date and are self-critical
- Teachers forge positive professional relationships
- Teachers work with parents in the best interests of their pupils

#### **At Harlands all teachers will therefore:**

- Set high expectations which inspire, motivate and challenge pupils
- Deliver the curriculum as relevant to the age and ability group/subjects that you teach
- Promote and be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Adapt teaching to respond to the strengths and needs of all pupils to enable them to fulfil potential.
- Manage behaviour effectively to ensure a good and safe learning environment following Harland's behaviour policies
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy, including the correct use of spoken English, whatever your specialist subject
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback both orally and through accurate marking and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

### **Professional Standards:**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of, and respect for, the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

### **Fulfil wider professional responsibilities:**

- Attend staff meetings, INSET and staff training, meeting with parents including parent consultations, report writing, liaison with outside agencies and other educational establishments, curriculum leadership activities, offsite visits including residential activities, moderation, professional evaluation and performance management
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

### **Safeguarding**

Harlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks, along with other relevant employment checks.

## **Generic Subject Leader Responsibilities**

1. To have responsibility and devolved leadership under the direction of the Headteacher for the strategic leadership and management of a core subject.
2. To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying, health and safety, child protection and race equality.
3. To create a climate which enables all staff to develop and maintain positive attitudes.
4. To ensure that the school complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
5. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
6. To ensure that teachers – through short, medium and long term plans – understand the sequence of teaching and learning
7. To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, pupils with English as an additional language and other learning groups as appropriate and identified.
8. To offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards.
9. To liaise with relevant members of staff including outside agencies.
10. Lead CPD meetings and INSET for the school.
11. Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
12. To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
13. To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school plan.
14. To maintain an evidence file for inclusion in the SEF, as appropriate
15. To establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure.
16. To allocate, deploy and maintain resources to ensure value for money.
17. To maintain effective communication with governors ensuring they are well informed about subject plans, policies and priorities.
18. To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers.
19. To provide guidance and support to staff in their written communications regarding Literacy, including the annual report to parents.
20. To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.

Notwithstanding the details in this job description, the job holder will undertake such duties as may be determined by the Headteacher from time to time up to, or on a level consistent with, the principal responsibilities of the job.