

Name	
Post Title	<b>Main Scale Teacher, assisting in co-ordination of (The term 'subject/curriculum area' is used to cover all forms of organised learning experienced across the curriculum).</b>
Overall Purpose	<p>To meet the requirements of:</p> <ul style="list-style-type: none"> <li>• A teacher as set out in the School Teachers Pay and Conditions Document (available for reference from the head teacher)</li> <li>• The Professional Standards for Teachers (available for reference from the head teacher)</li> </ul> <p>To assist in co-ordinating a subject/curriculum area</p>
Responsible to	Assistant Headteacher
General Professional Duties	<ul style="list-style-type: none"> <li>• To plan and deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs</li> <li>• To assess, record and report on all aspects of pupils' progress and development</li> <li>• Contribute to raising standards of pupil attainment</li> <li>• To provide or contribute to oral and written assessments relating to individual pupils or groups of pupils, internally, with parents and outside agencies</li> <li>• To ensure high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community</li> <li>• To contribute to whole school planning activities</li> </ul>
General Professional Responsibilities	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and support its ethos, values and aims</li> <li>• To contribute to, follow and actively promote the agreed policies of the school</li> <li>• To have high expectations and lead by example</li> <li>• To contribute to the evaluation and monitoring of the school curriculum and to assist in the process of development and change to ensure the continuing relevance of policies and procedures to the needs of the pupils</li> <li>• To work as a member of a team and to contribute positively to effective working relations within the school</li> <li>• To have and share with colleagues a good, up to date working knowledge and understanding of how to use and adapt a range of teaching,</li> </ul>

	<p>learning and behaviour management strategies, including how to personalise the learning experience to provide opportunities for all learners to achieve their potential.</p> <ul style="list-style-type: none"> <li>• To comply with the schools Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To engage actively in Performance Management and Professional Development to ensure professional skills are developed and kept up to date</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for academic and personal growth</li> </ul>
Main Duties – Particular subject/curriculum area	<p><b>Examples</b></p> <ul style="list-style-type: none"> <li>• To share the clear vision and purpose for the subject/curriculum area/key stage</li> <li>• To develop subject knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving high standards</li> <li>• To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge</li> <li>• To assist in annually monitoring and evaluating subject delivery through (e.g. work scrutiny, planning audits, resource audits and data analysis) and produce reports and development plans as required</li> <li>• To assist in ensuring that appropriate resources are available to enable colleagues to teach the subject effectively within the constraints imposed by the subject budget allocation</li> <li>• To assist in ensuring that resources are well organised, well maintained and accessible to colleagues</li> <li>• To offer guidance and support to colleagues in developing the subject/curriculum area.</li> </ul>
<p><b><u>Agreed:</u></b></p> <p>Date:.....</p> <p>Signed ..... Post Holder</p> <p>Signed ..... Line Manager/Head teacher</p> <p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties</p>	

and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.