

## Abingdon Primary School Job Description: Main Scale Teacher

### Teacher .....

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to and participate in the whole school, one team working ethos of the school.

### Duties and Responsibilities:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head Teacher and / or staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupil's learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- contribute to curriculum leadership teams at least where their identified curriculum responsibility is relevant or where they have particular expertise or interest;
- take assemblies and hymn practices if required;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance
- make a contribution to a curriculum area, which might change from time to time depending on the needs of the school. This could involve:
  - i. Being responsible for ensuring that all staff are aware of the equipment & resources available and that these are well organised and replenished as required. Liaising with the HT regarding the ordering of resources.
  - ii. Being responsible for the development of identified aspects of a particular curriculum area.
  - iii. Being responsible for specific management or administrative duties such as organising music and playing piano for assembly, liaising with senior and clerical staff regarding nursery admissions and policy, coordinating the work of the year group team.
  - iv. Supporting staff in using resources appropriate to the identified curriculum area (e.g. software in ICT, technology tools) or sharing curriculum expertise for that area (e.g. skills in PE or Art).

**Signed:** .....

**Date:** .....

**Head Teacher:** .....

## **TLR Responsibilities**

*Identify and promote innovative and effective teaching strategies in the school /subject to meet the needs of all pupils and to ensure all pupils make good or better progress*

Impact on educational progress beyond assigned pupils

- Monitor and evaluate assessment data across the school/subject to identify trends in pupil performance and issues for development.
- Define teaching and learning styles or strategies to address issues for development
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
- Identify quantifiable and challenging pupil progress objectives with staff within their performance management objectives.
- Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives.
- Ensure that agreed pupil progress target levels within the school/subject are achieved or exceeded.
- Encourage pupils' motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.

## **Leading, developing and enhancing the teaching practice of others**

- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
- Disseminate examples of effective planning and lesson delivery within the school/subject.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to pupils.
- Observe colleagues teaching (through performance management arrangements and/or subject monitoring) and provide evaluative feedback on the effectiveness of teaching strategies to bring about further improvement.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils' learning.

## **Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum**

- Co-ordinate strategies to achieve relevant school improvement priorities that have been identified in the school/subject/issue.
- Use whole school data to show good or better progress for all KS2 or KS1/EYFS children to parents, staff, governors, and other interested parties

- Evaluate and report on the effectiveness of practice in the school/subject annually, suggesting areas and issues for further improvement.
- Lead professional development in the school/subject/issue through example and support and co-ordinate the provision of high quality professional development for staff.
- Build effective links with the local community, including business and industry, in order to develop the school/subject/issue.
- Use financial and resource management innovatively and effectively.

**Responsibilities specific to this particular post are to lead and coordinate through the annual, job plan priorities the following areas:**

<b>Post</b>	<b>TLR 1 Leader of Teaching and Learning</b>
<b>Main areas of responsibility (SEF)</b>	Quality of Provision Teaching and Learning Styles Monitoring of classroom practice Attainment and Achievement
<b>ECM</b>	Enjoy and achieve Make a positive contribution
<b>Team support</b>	<b>Teachers, Curriculum co-ordinators, Teaching assistants</b>

**Signed .....**  
**Teacher**

**Date.....**

**Signed.....**  
**Head teacher**

**Date.....**