

TITLE

Class Teacher & English Lead TLR2 (£2,721)

Salary	Main or upper pay range
Line Manager	Headteacher, Deputy Headteacher, Assistant Headteacher and the Governing Body.
Supervisory	Supervision of the work of teaching assistants

Duties and responsibilities:

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions document. At this school the following areas have been highlighted as being of particular importance.

Developing subject and curriculum knowledge:

- 1 understanding the needs of the children in adopting/developing an appropriate curriculum.
- 2 understanding and implementing Swansfield Park's curriculum policies, schemes of work and topic plans.
- 3 understanding and using national and local strategies to raise standards.
- 4 taking steps to identify areas of strength and weakness in his/her knowledge and understanding.
- 5 using her/his strengths to help and support others.
- 6 taking steps to improve his/her knowledge and understanding in all areas.

Planning effectively for learning:

- 1 planning teaching and learning in the medium term (half termly) and in the short term (weekly).
- 2 planning individual learning for those children identified on the school's Special Needs Register in line with school policy.
- 3 using previous assessment effectively when planning future learning and planning assessment alongside learning.
- 4 setting clear learning objectives as part of the assertive mentoring process.
- 5 setting challenging targets for groups and individuals.

Creating optimum learning conditions within the learning environment:

- 1 using methods appropriate to the children being taught and the learning styles of the class, group or individuals.
- 2 managing behaviour positively and achieving high standards of discipline.
- 3 using resources effectively.
- 4 using time well to maximise teaching and learning opportunities.
- 5 creating a secure and happy learning environment.

Monitoring the progress of the children closely:

1	using a variety of assessment strategies in line with school policy.
2	assessing progress against targets for individuals and groups.
3	keeping up to date records of work done, assessments undertaken and progress made.
4	maintaining individual records of achievement in line with school policy.
5	ensuring that the Headteacher, SENDCo, subject leaders and the next class teacher have information as required in line with school policy and practice.

Leading staff and manage resources:

1	involving Support Assistants appropriately in all aspects of classwork.
2	deploying and supervising students appropriately.
3	managing budgets effectively – buying what is needed while staying within the amount allocated.
4	ensuring the learning area is adequately and appropriately resourced.

Involving parents and the community in learning:

1	establishing positive relationships with parents and liaising regularly with them through termly assertive mentoring meetings, reading records, newsletters etc.
2	informing parents of progress regularly and problems immediately.
3	writing informative annual reports for parents in early years.
4	taking steps to involve the community in the classroom and the children in the life of the community.

Evaluating their work and make changes:

1	using assessments against targets/objectives to evaluate effectiveness of teaching and learning.
2	using assessment to change planning where necessary.
3	evaluate teaching and learning in partnership with colleagues at planning meetings etc.
4	participating in evaluation of her/his work with a senior colleague through the Performance and Development Review process.
5	accessing appropriate training and professional development opportunities and using the outcomes to improve teaching and learning.

Leadership Of English and its Application across the Curriculum

Main purpose of the Subject Leader

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers' pay and conditions document, the Subject Leader will also undertake the following duties and responsibilities.

TEACHING, LEARNING AND STANDARDS

- 1 To provide leadership in English.
- 2 To evaluate the effectiveness of teaching and learning in English and progress towards meeting agreed targets across the school relentlessly focusing on the improving of teaching and learning.
- 3 To secure, in collaboration with the SLT, high standards of teaching and learning in English.
- 4 To monitor progress of specified groups of pupils, e.g. PP, SEND, etc.

LEADERSHIP AND CO-ORDINATION

- 1 To assume the role of 'subject' consultant for colleagues.
- 2 To demonstrate, by practical example if appropriate, effective ways of organising teaching within English.
- 3 To inform relevant stakeholders if/when required regarding current trends and practice in English.
- 4 To assist the SLT in ensuring the highest possible standards and quality of learning in English using the school's Teaching and Learning Policy as one means to achieve this.

SUPPORTING, GUIDING AND MOTIVATING

- 1 To inspire and motivate through passionate commitment to English and having excellent subject knowledge.
- 2 To champion English by having high expectations of its visibility in and around school, exemplifying achievement and attainment.
- 3 To share good practice, up to date resources and research with all staff.
- 4 To take an active lead in relevant school-based INSET.
- 5 To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Head Teacher.

POLICY AND DIRECTION

- 1 To communicate a clear vision for English across the school by writing and implementing a rigorous subject action plan.
- 2 To keep abreast of developments in English.
- 3 To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head Teacher and staff team.
- 4 To ensure that policy reflects current national and local initiatives.
- 5 To carry out an annual review of English following guidance issued.
- 6 To maintain a Subject Leader's file.

RESOURCING

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| 1 | To identify needs and to resource, in consultation with colleagues, English within the limits of given budget. |
| 2 | To requisition, in consultation with the Head Teacher, such items necessary to ensure effective learning and teaching of English. |
| 3 | To be responsible for checking, storing and ensuring appropriate use of related resources. |

LIAISON

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| 1 | To liaise, as/when necessary and reasonable, with other colleagues at Swansfield Park Primary School, within the Alnwick Partnership of schools and the LA. |
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Purpose of the job

The classteacher is required to carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions document and the Teachers' Standards.

To provide professional leadership and management for English in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners across KS1 and KS2.

Selection Criteria

Qualifications and experience

1	Qualified teacher status
2	Proven successful teaching experience within the primary age range
3	Evidence of sound knowledge of effective quality first teaching and intervention strategies
4	Demonstrable experience in working collaboratively with parents, colleagues, governors and local community
5	Experience of subject leadership including monitoring and evaluating effective teaching and learning

Professional knowledge and understanding

1	Detailed knowledge and understanding of the expectations within the EYFS and National Curriculum 2014 and new assessment procedures
2	Understanding of the outdoor learning pedagogy
3	Understanding and familiarity with effective teaching and learning strategies.
4	Knowledge of the range and types of interventions available
5	Confident use of ICT, including classroom technologies
6	Understanding of child protection procedures and safeguarding children
7	Evidence of and a commitment to professional development
8	Up to date knowledge of current developments and research

Abilities and Skills

1	Proven ability of delivering outstanding teaching and learning
2	Excellent inter-personal skills and the ability to establish highly positive working relationships with colleagues, pupils, parents and governors
3	Outstanding classroom and behaviour management
4	Ability to understand and interpret data to inform future planning
5	Ability to manage meetings
6	Ability to identify priorities, action plan, monitor and evaluate impact
7	Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills
8	Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals

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9	Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens
10	Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best

Personal qualities

1	A commitment to inclusive education and a willingness to respond to the needs of all learners
2	Ambition, energy, enthusiasm, determination and drive to develop your role
3	Reliability, resilience, professionalism and integrity
5	Able to review and self-evaluate
6	Patience and sensitivity
7	Commitment to extra-curricular activities

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns that you may have regarding the safety or well-being of any child.