

- Advise the staff and Head Teacher about developments and initiatives in this area of the curriculum/responsibility
- Ensure the policy is reviewed and updated and that policy and practice reflect each other
- Provide staff training in this area of the curriculum as required
- Monitor standards and progression in this curriculum area and report to the Head Teacher and Governing Body when required
- Support staff in working towards the raising of standards in this area of the curriculum

**BERWICK HILLS PRIMARY SCHOOL    JOB DESCRIPTION    CLASS TEACHER    2016**

- Contribute to the School Improvement Plan by suggesting development in this area of the curriculum as a result of evidence gathered through data analysis, monitoring and evaluation activities
- Audit resources periodically and take responsibility for planning, prioritising and reporting to the SLT on any expenditure from delegated budget and evaluation of impact of spending
- Ensure all resources are suitably stored, maintained and used appropriately

**This job description will be reviewed annually and may be amended at any time after consultation with you.**

**I acknowledge receipt of the above mentioned details of duties and responsibilities and confirm my acceptance of them.**

**Signed: .....**

**Date: .....**