



## **JOB DESCRIPTION**

<b>Job Title:</b>	Class Teacher with TLR for Phase Leader
<b>Reporting to:</b>	Head Teacher
<b>Salary/Grade:</b>	MPS1 – UPS3 plus TLR Point 2A

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management:**

As a member of a very professional team you are required to teach the children in your allocated class by:

- providing a quality, lively, stimulating learning environment
- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge the children and ensure high levels of interest
- setting high expectations
- setting clear targets, building on prior attainment
- identifying SEND and/or more able pupils and liaising with SLT as appropriate
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- monitoring and intervening to ensure sound learning and discipline
- use a variety of teaching methods
- maintaining discipline in accordance with school policy
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively
- evaluating your own teaching critically to improve effectiveness
- working effectively with support staff, parents and other adults

#### **b) Monitoring, Assessment, Recording, Reporting:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor children's work and set targets for future progress
- assess and record children's progress systematically and keep records to check: work is understood and completed, strengths and weaknesses are monitored, planning is informed and pupils' achievements are identified
- prepare and present both oral and written informative reports to parents

#### **c) TLR Responsibility:**

- lead, manage and develop a key area of school provision
- lead elements of the School Improvement Plan in relation to the focus areas
- improve rates of pupil progress within the area in which they lead
- attend relevant courses and meetings and disseminate information gained; lead staff training in relation to their area
- liaise with class teachers and other staff members to ensure high quality provision for all learners
- establish and maintain a high quality, broad and balanced curriculum in the phase and develop appropriate long, medium and short term plans

- give advice and support to staff on 'best practice' in relation to their phase
- use school data and tracking to highlight children who are underachieving
- meet with staff to moderate standards and achievements within the phase
- analyse critically the implementation of developments to raise standards
- report regularly to the Headteacher and Governors on children's progress
- lead and support moderation of work, both internally and externally
- attend meetings of the Senior Leadership Team and make contributions to the forward development of the school in all aspects
- ensure effective communication across the phase and between Senior Leadership Team and staff
- lead, monitor and support a phase team and support staff to implement whole-school practice consistently
- secure high-quality teaching and learning, effective use of resources and improved standards of learning and achievement for all pupils within the phase
- liaise with external agencies whose work relates to the phase
- maintain, develop and monitor the use of resources and advise the Headteacher on the resourcing needs of the phase
- liaise with the previous / next key phase to ensure effective transition

**d) Other Professional Requirements:**

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through your presentation and personal and professional conduct
- endeavour to give each child in your care the opportunity to reach their potential and meet high expectations
- take responsibility for the pastoral welfare of the children in your class as individuals, fostering their social, moral and emotional development thus encouraging self-confidence, mutual respect and independence
- contribute to the corporate life of the school through effective participation in meetings and management systems
- demonstrate a commitment to your own professional development and duties in relation to school policies and practices
- liaise effectively with parents to maintain the partnership principle
- take on any additional responsibilities which might from time to time be determined

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This description may be modified by the Head Teacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title and will be reviewed annually. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.