# **Job Description** Durham County Council logo

| **Post title** | Class Teacher and Phase Leader |
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| **Job Evaluation** | Yes/**No** |
| **Grade** | M1-UPS3 + TLR2b |
| **Service** | Schools |
| **Service area** | Easington Colliery Primary School |
| **Reporting to** | The postholder will be accountable to the Deputy Headteacher |
| **Location** | Your normal place of work will be Easington Colliery Primary School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

## To meet the requirements of: -

## ● A teacher set out in the School Teachers Pay and Conditions document

## ● The Professional Standards for Teachers

## To lead a Phase and be responsible for standards and achievement.

## The Phase Leaders plays a critical role in the life of the school: -

## ● Being a role model for teaching and learning

## ● Making a distinctive contribution to the raising of pupil standards

## ● Taking advantage of CPD opportunities and using the outcomes effectively to improve pupils’ learning

## ● To complement staff training, as delivered by SLT, during subsequent phase meetings.

## ● To organise rotas and timetables for duties and cover.

## **Duties and Responsibilities**

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| Teacher   * To plan and deliver engaging and motivating lessons and an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs * Ensure curriculum planning is placed on Google Drive * Designing and refining approaches to teaching that are effective and consistently well matched to learning objectives, integrating recent developments, including those relating to pedagogy * To assess, record and report on all aspects of pupils’ progress and development * To provide or contribute to oral and written assessment * To provide or contribute to oral and written assessments relating to individual pupils or groups of pupils, internally, with parents and outside agencies * To ensure high standards of behavior so effective learning can take place and good relationships can be formed within the school community * To contribute to whole school planning activities * To give advice on the development and wellbeing of children * Applying teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally. |
| * To play a full part in the life of the school community and support its ethos, values and aims * To contribute significantly to implementing workplace policies and practice and promoting collective responsibility for their implementation * To high expectations and lead by example * 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 * To work as a member of a team, promote collaboration and to contribute positively to the effective working relations within school * To have, and share with colleagues, extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behavior management strategies, including how to personalize the learning experience to provide opportunities for all learners to achieve their potential * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate * To actively engage in Performance Manager and Professional Development to ensure professional skills are developed and kept up to date * To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback. * To share and support the school’s responsibility to provide and monitor opportunities for academic and personal growth |
| Leadership of Phase 3 (Years 3 and 4)   * To have a clear vision and purpose for the Phase * To create and monitor relevant action plans * 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 * To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge through the application of extensive knowledge and well-informed understanding of assessment requirements and arrangements for the subject/curriculum area * Fulfill the requirements of the Phase Leader/Leadership Responsibility Policy and timelines associated with it * To regularly monitor and evaluate subject delivery (e.g. work scrutiny, planning audits, resource audits, pupil views and data analysis) through reports and development plans * To arrange the purchase of appropriate resources to enable colleagues to teach the subject effectively with the constraints imposed by the subject budget allocation * To ensure resources are well organized, well maintained and accessible to colleagues * To offer guidance and support in staff in developing the subject and the Leadership Team in leading, managing and developing the subject * To organize rotas and timetables for duties and cover * Establish effective working relationships, and set a good example through presentation, and personal and professional conduct * Take on responsibility for leading and managing one or more curriculum areas or aspects of the school’s provision, as delegated * Take on any additional responsibilities which might from time to time be determined |

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.