

## Job Description

**Post:** Class teacher With Core subject leadership

**Pay range:** M3-UPS- TLR2

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

### Overall purpose of the post:

- To plan, and teach and assess work as set out in the school curriculum policies and in line with statutory guidance
- To observe and monitor pupil progress, maintain records, adapt provision and seek advice where needed
- To lead and promote outstanding delivery of the English curriculum from EYFS to year 6.

### Main duties and responsibilities - class teacher

- To adhere to the DfE Teacher Standards and follow school policy and procedures
- To promote and support teaching and learning as set out in the Teaching and Learning Policy and other school guidance and policy
- Ensure a warm, welcoming and safe environment is created and maintained
- To report regularly to your phase leader.
- To manage and direct additional adult support within the classroom in order to maximise children's development
- To impact in a positive and enthusiastic way on the staff team, being a fully integrated member of the year team and whole school staff
- To communicate effectively and positively with parents and the wider school community
- To ensure effective transition to the next year group by maintaining good records and ensuring that they are passed onto the next teacher
- To be committed to own professional development, attending courses and taking an active interest in educational research
- Specific duties may change at the discretion of the Head Teacher and within the conditions of your employment
- To undertake any other reasonable duties as directed by the Head Teacher

### Main duties of English subject leader

#### 1. Strategic direction and development of the subject

- Develop and implement policies , which reflect the school's commitment to high achievement, effective teaching and learning;
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it;
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development and in preparing children for adult life;
- Use data effectively to identify pupils' attainment and act upon it;

- Monitor progress made in achieving subject plans, evaluating effects of teaching and learning and use this analysis to guide further improvement.

## **2. Teaching and Learning**

Subject leaders need to secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.

They need to :

- Use their class as a model of best practice.
- Ensure curriculum coverage, continuity and progression in the subject for all pupils;
- Ensure that teachers are clear about the teaching objectives in lesson, understand the sequence of teaching and learning in the subject and communicate such information to pupils;
- Provide guidance on the choice of appropriate teaching and learning methods;
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement and to use this to set future targets for improvement;
- Ensure that information about pupils achievements in previous classes is used effectively to secure good progress in the subject;
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching;
- Establish a partnership with parents to involve them in their child's learning of the subject;
- Develop effective links with the community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils wider understanding.

## **3. Leading and Managing Staff**

Subject leaders should support, challenge, inform and develop staff to sustain motivation and secure improvement in teaching. They should:

- Establish clear expectations and constructive working relationships with staff, devolving responsibility and delegating tasks, evaluating practice and developing an acceptance of accountability;
- Sustain their own motivation in the subject;
- Audit training needs of staff;
- Lead professional development of the subject through example and support;
- Ensure that ECTs are appropriately trained, monitored and supported;
- Enable teachers to achieve expertise in their subject teaching;
- Work with the SENCO and support staff to ensure that provisions and adaptations match children's needs;
- Ensure that the headteacher and senior leaders are well informed about subject policies, plans and priorities. – Half termly meetings will be held to discuss actions and priorities.

## **4. Efficient and Effective Deployment of Staff and Resources**

Subject leaders need to identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. They should:

- Establish staff and resources need for their subject and advise the headteacher and senior leaders of likely priorities for expenditure to meet the objectives of the school;
- Ensure the effective and efficient deployment of learning resources;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside of school;
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

### **All staff will:**

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour

- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children

Person Specification	
<b>Post</b>	Class teacher and Core subject leadership
<b>Pay range</b>	M3-UPS- TLR2b

<b>Criteria</b>	<b>Qualities- all essential for the role and will be explored through application and interview.</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Degree and Qualified Teacher Status</li> <li>● Demonstrate commitment to own further professional development</li> <li>● Relevant further professional qualifications/ CPD relevant to this post</li> <li>● Knowledge of recent developments in education/ a good understanding of the national picture in education</li> </ul>

<b>Experi ence</b>	<ul style="list-style-type: none"> <li>● Understanding of how children learn and aspirational expectations for their achievement</li> <li>● Able to motivate others to close gaps in learning and achievement</li> <li>● Experience of accelerating progress of all pupils in a classroom environment</li> <li>● Demonstrate experience of reflecting on and improving their own teaching to increase achievement</li> <li>● Experience and commitment to developing positive partnerships with parents, colleagues within the school / Trust and the wider community</li> </ul>
<b>Skills and knowl edge</b>	<ul style="list-style-type: none"> <li>● Able to identify gaps in teaching and learning</li> <li>● Able to write engaging and progressive curriculum plans</li> <li>● Up to date knowledge of the primary curriculum</li> <li>● Up to date knowledge of assessment for learning strategies as well as upto date knowledge of statutory assessments</li> <li>● Up to date knowledge of innovative teaching using IT to promote learning and accelerate progress</li> <li>● Evidence of innovative practice to influence the engagement of children through curriculum topics</li> <li>● Demonstrate how they have personalised and adapted the curriculum to ensure access for all</li> <li>● Expect and promote high standards of behaviour</li> <li>● Able to understand and use data to inform teaching and learning</li> <li>● Good understanding/ experience of inclusion issues as they affect a class teacher</li> <li>● Able to plan and deliver good to outstanding lessons</li> <li>● Knowledge and understanding of the factors and interventions which support high attainment for all pupils</li> <li>● Understanding of the importance of and commitment to promoting Equal Opportunities for all children</li> </ul>
<b>Person al qualiti es</b>	<ul style="list-style-type: none"> <li>● Excellent classroom practitioner</li> <li>● Good communication, planning and organisational skills</li> <li>● Flexible, innovative and creative</li> <li>● Excellent subject knowledge, especially in English and Maths</li> <li>● Act as a role model to staff and pupils</li> <li>● Self-motivation to drive own workload, continually improve standard and strive for excellence</li> <li>● Genuine passion and belief in the potential of every pupil</li> <li>● Able to motivate and inspire others</li> <li>● Enthusiastic and positive</li> <li>● Commitment to school and Trust ethos</li> <li>● Ability to maintain a high standard of performance, professionalism and a sense of humour while working under pressure</li> </ul>