

# North Baddesley Junior School



**Position: Year Group leader & Class Teacher including subject and/or functional area leadership**

**Reports to: Senior Leadership Team**

**Scale: MPS/UPS**

## Class teacher

### **KEY PURPOSE**

- Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Ensure that the current national conditions of employment for school teachers are met to a high standard and in accordance with the school's policies under the direction of the Headteacher.

### **MAIN ACTIVITIES**

- Implement agreed school policies and guidelines;
- Support initiatives decided by the headteacher and the Senior Leadership Team
- Plan appropriately to meet the needs of all pupils, through adaptation of tasks, having the highest expectation of every child and believing that every learner has unlimited potential for development;
- Plan and deliver the curriculum within the framework of present school policies and procedures;
- Set clear targets, based on prior attainment, for pupils learning;
- Plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular to encourage children's independent use of resources and involvement in their learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Monitor children's progress, keep records and evaluate children's achievements
- Set children high standards in the content and presentation of their work
- Establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development;
- Maintain good order and discipline amongst all pupils, in accordance with the school's positive behaviour policy;

- Work in partnership with parents and carers in providing a quality education experience for all the pupils and report to parents on the development, progress and attainment of their children;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with outside agencies;
- Lead, organise and direct support staff within the classroom
- Lead a core curriculum area or aspect
- Participate in the performance management system for the appraisal of their own performance
- To have utmost regard for safeguarding and child protection, and utilise CPOMS as the method of capturing any events
- To participate in the wider life of the school e.g. assemblies, clubs, school fundraising activities, community initiatives.

## **Strategic Direction and Development of a Subject as Subject (or functional area) Leader**

(with the support of, and under the direction of, the Head teacher and senior leadership team)

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives;
- develop long and medium term plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plans, quality assuring the planning from each year group ensuring the National Curriculum objectives, progression and coverage is secure
- monitor progress within the subject and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- Develops skills and assessment progress matrices across the key stage
- To promote challenge for the more able.
- Identify training needs within the school and within the knowledge requirements of the leader of that subject
- To collect evidence of standards to support the school's self-evaluation and improvement planning process and report to senior management and Governors through work-sampling, class observations, team teaching, planning documents, data analysis, pupil interviews/surveys etc and the maintenance of a curriculum exemplification portfolio.
- To complete annual curriculum action plan, following full evaluation of previous year's progress, and manage budget expenditure accordingly.
- Maintain the resourcing and development of the subject, with regard to the necessary outcomes from the National Curriculum
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;

- Establish resource needs and make appropriate recommendations to the Head teacher for expenditure for immediate and future direction of the subject
- To attend training as part of professional development- disseminating knowledge and expertise to colleagues, leading INSETs and liaising with HIAS, the pyramid and other external agencies.

## **Year Group Leader**

In addition to your responsibilities outlined in the Class Teacher & Subject manager responsibilities, Year group responsibilities include:

- Keep abreast of whole curriculum developments, ensuring you disseminate, support and monitor best practice across the year group;
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed;
- Monitor and evaluate the quality of teaching and learning, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and pupils' work and speaking to children about their learning;
- Plan and implement strategies to improve teaching where needs are identified;
- Identify/establish staff and resource needs and make appropriate recommendations to the Head teacher for expenditure for the efficient operation of the year group;

### **Leading, developing and enhancing the teaching practice of others**

- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate
- Ensure that there is appropriate continuity and progression in planning, teaching and learning with a focus on adaptation and closing the gap for groups of pupils across the whole year group
- Provide guidance to staff in marking and assessment for learning and standards expected in line with the schools policies
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school
- Support colleagues to create a stimulating environment for learning
- Lead CPD
- Engage in the appraisal of other staff, as appropriate to experience and training.

### **Accountability for impacting on educational progress beyond assigned pupils**

- Monitor progress of groups and individual pupils throughout the school;
- Monitor Planning and Assessment and data outcomes;
- To arrange periodic moderation of work within the year group and participate across the school
- To instigate year group moderation prior to pupil progress meetings

- To take responsibility for the collective progress and attainment of the whole year group following pupil progress and tracking meetings
- To provide a focal point as part of the SLT for information and initiatives which can be disseminated by the team leader
- Provide regular monitoring reports to the Head teacher to identify impact on pupil outcomes and areas for future improvement;
- Monitor pupil behaviour and address issues which may arise to ensure exemplary behaviour;
- To attend and report to Governing Body Meetings when required.

**For all teaching and learning positions:**

**Other duties and responsibilities -**

To carry out such other duties, at the request of the Head Teacher, as may be required commensurate with the scope and grade of the post.

**Accountability:**

As a subject leader;

The Post Holder will account for the efficiency and effectiveness of this subject to the Governors and others, including pupils, parents and staff.

**Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Compiled November 2023

By Lucy Wootten (Head teacher)