

**St. James’ CEC Primary School**

**TLR Job Description and person specification**

|  |  |
| --- | --- |
| **Post title:** | Year 6 Class teacher, Maths and Senior Leader |
| **School:**  | St. James’ CEC Primary School |
| **Salary /Grade:** | MPS/UPS + TLR |
| **Scope:** | Year 6 Class Teacher, Subject Leader, Senior Leader |
| **Responsible to:** | The Headteacher and the Governing Body of the school  |
| **Relationships:** | Liaison with the teaching and non- teaching staff of the school, governors, parents/carers, pupils, advisors and other professionals  |
| **Responsible for:** | Supporting the Headteacher and Deputy Headteacher to raise standards for all pupils. |
| **Overall responsibility**  | In addition to the class teacher job description and the School Teachers’ Pay and Conditions document, you will exercise your professional skills and judgement to carry out, in a collaborative manner, the following duties and responsibilities.* Support in leading the staff to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils
* To take an active role in the leadership and management of the school as a member of the Senior Leadership Team and to support in promoting the well- being of staff and pupils
* Providing leadership and management of the school’s Maths curriculum
 |
| **Key accountabilities**  | **Strategic direction and development of the school:*** To be an active member of the Senior Leadership Team and be involved with day to day management.
* To support the Headteacher and other staff in fostering good relations with parents and the community.
* To develop, implement and monitor policies, practices and initiatives which reflect the school’s commitment to high achievement.
* To monitor progress and evaluate the quality of teaching and learning by working alongside colleagues, analysing work and outcomes.
* To contribute to the School Improvement Plan and School Self-evaluation

**Teaching and learning:** * To provide an example of excellence as a classroom practitioner; inspiring and motivating other members of staff.
* To support in evaluating the quality of teaching and learning to identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
* To be able to support the analysis of data, monitoring teaching and learning, support pupil progress meetings and evaluate progress towards targets which inform future strategic direction.
* To take a lead role in ensuring the transition for children between Year 6 and secondary school is a positive experience.

**Leading and managing staff:*** Lead by example, with the highest professional and personal standards and classroom management
* To support and enable other staff to become more effective in their planning, teaching and learning, using coaching and mentoring as appropriate and by providing an example of excellence.
* To support teachers in their communications with parents and carers e.g.emails and meetings with parents if appropriate.
* To demonstrate an excellent ability to advise and support other teachers.
* To provide clear feedback, good support and sound advice to others.
* To help others to evaluate the impact of their teaching on raising pupils' achievement.
* To work with other staff to ensure effective organisation of curriculum enrichment activities in school e.g. seasonal celebrations.
* To lead collective worship as required.
* To support the induction of new staff within the team.

Note:

|  |
| --- |
| * The duties and responsibilities of the senior leader may vary from time to time according to the needs of the school. The job description will be reviewed as part of the performance management process and in consultation with the post holder and Governing body.
 |

  |
| **Name of the post holder:** |  |
| **Date:** |  |
| **Signature of the post holder:** |  |
| **Signature of the Headteacher:** |  |

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

**Person Specification**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** |  |
| * Qualified teacher status
* Relevant degree
 | Evidence of other relevant professional development |
| **Experience** |  |
| * Experience as a highly effective class teacher
* Experience in upper Key Stage 2
* Experience of subject leadership
 | * A good understanding of the requirements of transition between key stages
 |
| **Understanding, Knowledge and skills** |  |
| * Sound understanding of skills and attributes involved in high quality inclusive teaching and leadership
* Ability to lead and manage and motivate others
* Ability to deal with challenging situations in an appropriate manner
* Work collaboratively within a team
* Deliver high quality teaching consistently
* Communicate effectively with staff, parents and other professionals
* An excellent understanding of successful strategies for meeting the needs of all pupils.
* Knowledge of a range of good classroom and behaviour management strategies
* Statutory curriculum knowledge and awareness of curriculum changes
 |  |
| **Personal Qualities** |  |
| * High expectations of self, others and a commitment to raising standards
* Creative, enthusiastic and proactive, keen to embrace new ideas and challenges
* Approachable, caring and empathetic
* Works well as a team
* Flexible, listens and is prepared to seek advice and support
* Demonstrates a concern for the pastoral and spiritual welfare of all in the school
* Committed to continuing professional development for self and others
* Committed to active parental involvement
* Able to deal sensitively with people and resolve conflict
* Resilient, positive and cheerful
 |  |