



# Aldington Primary School

Job description for 2021 - 2022

---

**Post:** Qualified teacher **Pay scale:** **MPS + TLR 2**

**To whom responsible:** The Headteacher **FTE:** **0.40**

**Staff for whom responsible:** TAs and LSM

## General duties

### Teaching

- The post requires you to teach pupils in the age range of four to eleven.
- To be responsible for the education and welfare of a designated class or of groups of pupils in accordance with the requirements and conditions of the School Teachers' Pay and Conditions Document 1998, Part X, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body.
- To develop personal and professional skills as a teacher
- To aim for the highest possible standards of organisation, management and presentation
- To ensure that each child is taught the national Curriculum through a broad, balanced, relevant and differentiated approach which gives due regard to continuity and progression
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To participate in and contribute to Training and Development opportunities both within and outside the school

### Specific responsibilities:

#### Inclusion Manager

The fundamental task is to support the head teacher in ensuring that all staff recognise the importance of planning their lessons in ways that will encourage the participation and learning of all pupils.

Leading specific and additional teaching and learning throughout the school – SENCO, Inclusion, G&T, Pupil Premium, Children in Care, Social and Emotional Aspects of Learning

- To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document' (see class teacher job description).
- Assume an active role on the SLT.
- Lead, develop and enhance teaching practices of others.
- Lead, develop and manage inclusive practice throughout the school.
- To deputise as Designated Safeguarding Lead.

#### General Duties

- To have due regard to the requirements of the National Curriculum and the National Standards for Teachers and SENCO.
- Manage and evaluate the outcomes of intervention programmes and support for children with Special Educational Needs.
- To lead in the promotion of a professional, caring and supportive atmosphere with the school.
- To take responsibility for leadership of Inclusion: SEN, G&T, EAL, PP, CiC, Social and Emotional Aspects of Learning.

## Strategic Development

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

- Plan and assess pupils' learning using knowledge of school policies, schemes of work and the National Curriculum requirements.
- To play a role in ensuring that school policies and practices are adhered to throughout the Key Stages.
- In partnership with the leadership team, monitor and evaluate the quality of teaching and learning throughout the Key Stages.
- Help others to evaluate the impact of their teaching on pupil progress.
- Ensure continuity and progression in the Key Stage through the analysis of pupil performance data, the assessment of progress and support for teachers in the Key Stage with target setting.
- Work with other teaching and learning leaders in school to ensure coherence and consistency in curriculum progression.
- Ensure that the Headteacher, senior leadership team and Governors are informed about policies, plans, priorities and targets for the Key Stage and that these are included in the school development plan.
- With the senior leadership team, monitor and evaluate the progress made, with priorities and supporting action plans, in the school development plan.
- In partnership with the senior leadership team, support the implementation of any national strategies or programmes that schools are required to follow or that the school chooses to adopt in order to foster a creative, rich and exciting curriculum.

## Teaching and Learning

To secure and sustain effective teaching for individuals, groups and classes.

- To be an outstanding practitioner who knows and understands how pupils learn.
- To be an exemplar of high quality teaching and learning so that others are inspired and motivated.
- To offer support and guidance to assist collaborative planning linked with a programme of monitoring and evaluation.

## Leading and Managing Staff

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

- To be jointly responsible for the induction of teachers into the school.
- Monitor the INSET needs of colleagues across the school and in collaboration with the senior leadership team ensure that they are met.
- Organise and lead school based INSET as appropriate.
- Act as team leader for performance management in line with policy and procedure.

## Deployment of staff and resources

To develop, monitor and control resources within the teaching area.

- Establish resource needs for the school and advise the Headteacher and senior leadership team of priorities for expenditure and allocate resources effectively – in relation to Inclusion.
- Deploy support staff effectively and take a line management role with academic support staff.

## ***Subject Management - lead roles***

You are required to undertake subject manager responsibilities in the following areas:-

**Assemblies**

**RSE**

These will require you:

- To prepare, develop and extend guidelines in consultation with the head and staff leading to the development of policies for these areas throughout the school whilst closely relating to the requirements of the National Curriculum.
- To act as consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example of how these areas can be used both to enhance and differentiate all areas of the curriculum.
- To keep up to date with the philosophy, teaching methods and resources available by liaising with outside agencies, in-service courses, visits and personal study; reporting and discussing with other staff.
- To be involved in target setting through monitoring and reporting on the standards achieved within your subject areas.
- To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling.
- To take responsibility for ordering, receiving and storing resources and equipment relating to your subject areas.
- To promote parental interest and understanding of the areas.
- To provide information on the development of these areas for the Governing Body
- To ensure by consultation that your area of responsibility receives adequate consideration in the course of a three year School Improvement Plan.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

#### ***Appraisal and Professional Development Team Leader***

You are required to support the Headteacher in the conducting of the Appraisal process for support, administration and non-teaching staff at the school. This will include the collection of data through a range of methods including classroom observation.

You will initiate and maintain a programme of Appraisal Meetings during the year. The cycle of meetings will include a target setting, mid-year review and end of year review meeting.

You will maintain all records appropriately and share outcomes with the Headteacher.

Your job description is intended as a reference document that identifies your main responsibilities and activities.

Targets related to these responsibilities are addressed through the Schools' Appraisal and Capability cycle, details of which can be found in the School's Appraisal and Capability Policy.

Signed:..... Date: .....

Signed:..... Headteacher