

## Wayfield Primary School

### Phase Leader

### Job Description

#### Job Purpose

To lead planning, teaching and learning and assessment within the phase/key stage ensuring the highest standards of education for all of the children.

To lead a curriculum team within the school, delivering a clear vision for the curriculum area and managing team effectively.

To undertake duties described in the Job Description for Class Teacher.

To promote the aims and objectives of the school and maintain its philosophy of education.

#### Main duties and responsibilities

You are required to fulfil the professional role of a Class Teacher which is specified in the latest version of the School Teachers' Pay and Conditions Document.

You are also required to:

- Work with the leadership team to monitor and evaluate the quality of teaching and be responsible for raising standards of attainment within your phase.
- Have accountability to the Headteacher and Governing Body for standards in the phase; regularly analyse the pupil progress and attainment data for the phase; discuss with phase members their pupils' progress and attainment.
- Establish good relationships, encourage good working practices, and support and lead teachers in the key stage.
- Lead, support, motivate and direct support staff working within the key stage.
- Oversee all aspects of the phase organisation and management, including chairing meetings, in order to ensure that school policies and practices are being delivered.
- Lead by example in all areas of the curriculum.
- Monitor the standards of behaviour within their year group and across the phase.
- Oversee the pastoral care of pupils in the phase.
- Liaise closely with other phase leaders to ensure continuity and progression across the phases;
- Oversee the induction process of new members of staff within the phase.
- Adhere to the DfE Teachers' Standards.
- Attend SLT meetings, as required, and report back to staff when necessary.

## Wayfield Primary School

### Class Teacher

### Job Description

<b>Post Held</b>	Class Teacher
<b>Salary Scale</b>	MPS/UPS +TLR 2
<b>Purpose of Job</b>	Providing high-quality teaching for all pupils.
<b>Professional Duties</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Having a thorough understanding of the National Curriculum and Foundation Stage, and the school's own schemes of work.</li> <li>• Using a variety of teaching methods appropriate to task and learning needs of all pupils.</li> <li>• Planning and preparing lessons with clear learning outcomes for all groups of children.</li> <li>• Teaching according to their educational needs, the pupils assigned to him/her, including the setting and marking of work, to be carried out by the pupil in school and elsewhere.</li> <li>• Assessing, recording and reporting on the development, progress and attainment of pupils in line with national and school requirements.</li> <li>• Giving positive feedback to pupils about their work, ensuring they know how to improve.</li> <li>• Setting clear challenging targets for all pupils.</li> <li>• Teaching is consistently of a good or better standard.</li> <li>• Ensure homework consolidates or extends learning as per Homework Policy/Home School Agreement.</li> </ul>
<b>Foundation Stage requirements for Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Have a thorough and up-to-date knowledge and understanding of the statutory aspects of the Foundation and KS1 stages of the NC and in particular the 'Early Learning Goals' and how these lead onto the KS1 programmes of study.</li> <li>• Use teaching approaches and activities which develop mathematical understanding and foundations for numeracy.</li> <li>• Encourage pupils to concentrate and persevere in their learning for sustained periods, to listen attentively and to talk about their experiences in small and large groups.</li> <li>• Encourage pupils to talk about their learning and develop self-control and independence.</li> <li>• Use teaching approaches and activities which offer opportunities for first-hand experience and co-operation, and which use play and talk as a vehicle for learning.</li> <li>• Encourage pupils to talk about their learning and develop self-control and independence.</li> <li>• Understanding the importance of planning from children's interests.</li> </ul>
	<p><b>Pastoral</b></p> <ul style="list-style-type: none"> <li>• Promoting the general progress and well-being of individual pupils and of the class.</li> <li>• Maintaining good discipline in line with the school's positive behaviour policy.</li> <li>• Accepting responsibility for care and safety of children following health and safety guidelines.</li> <li>• Liaising with parents, colleagues and outside agencies.</li> <li>• Undergo First aid training.</li> <li>• Be aware of the responsibility for personal health and safety and welfare and that of others who may be affected by your actions or inactions.</li> </ul>

**Foundation  
Stage  
requirements  
for Pastoral**

- Manage, with the support of an experienced specialist teacher, if necessary, the work of parents and other adults in the classroom to enhance learning opportunities for pupils.
- Liaise effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare, including home visits.
- Foster close relationships between the School, the pupils' homes and the local community.
- Liaise with feeder school (Nursery) staff to enhance the identification and educational provision made for those pupils who may need additional support on joining the School.
- Discuss with parents, where necessary, the requirements for transfer to Primary school, eg completion 'The Unique Story'.
- Assist in the organisation of any Primary school induction day visits.

**Management and Personal Development**

- Managing own time and pupils' time effectively.
- Supervising work of TAs, voluntary help and students, producing reports as necessary.
- Participating in appraisal arrangements in accordance with the Performance Management policy and National Teachers Standards.
- Active involvement in further professional development, reviewing personal methods of teaching and programmes of work.
- Taking on board and acting upon points for development in line with the Monitoring and CPD policies.

**Administration**

- Completing weekly and daily plans in line with school policy and following long and medium term plans.
- Completing annual pupil reports and any relevant documents for transfer or special needs purposes.
- Using assessment data and target setting to ensure satisfactory or better progress of all pupils.
- Registers of attendance, in line with school procedures.

**Exercise of general professional duties**

- A teacher shall carry out the professional duties of teacher as circumstances may require an in accordance with any directions which may be given to him/her by the Headteacher from time to time.
- You are to carry out the duties of a school teacher as set out in Pay and Conditions 2006 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.

**Wayfield Primary School**  
**Class Teacher**  
**Person Specification**

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree.</li> <li>• Successful primary teaching experience.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum.</li> <li>• Knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn.</li> <li>• Ability to adapt teaching to meet pupils' needs.</li> <li>• Ability to build effective working relationships with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Knowledge of effective behaviour management strategies.</li> <li>• Good ICT skills, particularly using ICT to support learning.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• High expectations for children's attainment and progress.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>