



Downsview

Community Primary School

Job description: Class teacher with a teaching and learning responsibility (TLR)

Downsview Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: MPS 3-6/ £33,055 - £40,083 Depending on experience with TLR 2 (£3,017 - £7,368)

Contract type: Full Time

Reporting to: Head Teacher

Responsible for: Class Teacher with TLR responsibilities for either English across the school or curriculum development and assessment

Main purpose

The teacher will:

- › Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- › Meet the expectations set out in the [Teachers' Standards](#)
- › Take specific responsibility and accountability for the day-to-day management and organisation of English or Curriculum Development
- › Line manage and appraise identified staff
- › Assist in the smooth running of the school at all times

Duties and responsibilities

Teaching

- › Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- › Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- › Adapt teaching to respond to the strengths and needs of pupils
- › Set high expectations that inspire, motivate and challenge pupils
- › Promote good progress and outcomes by pupils
- › Demonstrate good subject and curriculum knowledge
- › Participate in arrangements for preparing pupils for external tests
- › Demonstrate best practice in English or Curriculum Development, using engaging strategies to boost classroom engagement

- › Show knowledge of whole subject curriculum including latest requirements and developments
- › Lead by example with the highest professional and personal standards and classroom management
- › Offer support and direction to classroom teachers and staff

Teaching and learning responsibility

- › Use professional skills and judgements to provide strategic and practical leadership in their TLR area
- › Lead, manage and develop their TLR area, and provide guidance for other teachers, including training, support and advice to improve school practices
- › Improve standards within their TLR area across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- › Review the curriculum as required, highlighting areas where teaching can be broadened and attainment improved and providing data to the headteacher or others as required.

Whole-school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school
- › Work with others on curriculum and pupil development to secure co-ordinated outcomes
- › Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- › Ensure that teaching and learning is aligned with the school ethos, identifying and procedural issues and providing workable solutions.

Health, safety and discipline

- › Promote the safety and wellbeing of pupils
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- › Take part in the school's appraisal procedures
- › Take part in further training and development in order to improve own teaching
- › Where appropriate, take part in the appraisal and professional development of others
- › Take part in professional development within your subject, sharing ways to improve subject teaching with others
- › Lead other teachers in maintaining subject knowledge and latest pedagogical developments
- › Take part in the appraisal and professional development process

Communication

- › Communicate effectively with pupils, parents and carers
- › Attend all or part of senior leadership team meetings as required.

Working with colleagues and other relevant professionals

- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Personal and professional conduct

- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- › Direct and supervise support staff assigned to them, and where appropriate, other teachers
- › Contribute to the recruitment and professional development of other teachers and support staff
- › Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Successful teaching experience ➤ Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of legislation and guidance on curriculum requirements ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Knowledge of effective teaching and learning strategies ➤ A good understanding of how children learn ➤ Ability to adapt teaching to meet pupils' needs ➤ Ability to build effective working relationships with pupils ➤ Knowledge of guidance and requirements around safeguarding children ➤ Knowledge of effective behaviour management strategies ➤ Good IT skills ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality

Notes:

This job description may be amended at any time in consultation with the postholder.