



## Class Teacher and Subject Leader Job Description

<b>Post Holder:</b>		
<p><i>The description of the duties, responsibilities and accountabilities for the post of Class Teacher and Subject Leader at St Alphege CE Infant School have been set out in this job description.</i></p>		
Responsibility Areas	Class Teacher Subject Leader	
Accountabilities	A	Undertaking responsibilities as a class teacher
	B	The leadership, day-to-day management, tracking of progress and high standards of a subject in the school along with the setting, development and implementation of policies, plans, targets, practices and procedures related to the subject within the context of the vision, ethos, aims and goals of the school.
	C	Generic duties relevant to all members of staff.
Accountable to	Key Stage Leader Head of School Executive Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		<i>Executive Headteacher</i>



## Class Teacher and Subject Leader Job Description

### Area of Accountability: A

#### *Undertaking responsibilities as a class teacher*

To promote the vision and aims of St Alphege CE Infant School

- Take responsibility for the education and welfare of a designated class in accordance with the requirements and conditions of the School Teachers' Pay and Conditions document. Lead by example as an enthusiastic, efficient and highly effective teacher as set out in the DfE Teacher Standards.

#### **Teaching and Learning**

- Have good knowledge of the Early Years Foundation Stage, Early Learning documentation and the new National Curriculum.
- Teach well-organised effective and creative lessons, planning for progression and interest of all children.
- Have high expectations for children's behaviour and personal development.
- Use teaching methods which encourage enthusiasm and stimulate curiosity.
- Support the needs of all children in your class, taking an individual approach where necessary.
- Ensure that well-being is promoted through considering the diversity of children's backgrounds and influences.
- Ensure your classroom environment is stimulating and supportive to independence in line with expectations of school policy and protocols.
- Ensure that this environment promotes independent learning for all pupils.
- Maintain planning and evaluation through a visual and effective organised strategy to inform responsive, day-to-day lesson preparation and practical information, and to share this with all staff you are working with.
- Manage the role of support staff in your classroom to ensure the well-being and progress of children.

#### **Learning Progression**

- Understand how to move learning forward for every child, developing skills and structuring knowledge.
- Use your knowledge of individual children and data to set challenging targets.
- Work with year group colleagues to prepare planning and curriculum materials.
- Assess how well learning objectives have been achieved, liaising with colleagues to moderate judgements.
- Use agreed Assessment for learning strategies, agreed by the school, to do this.
- Use resources, classroom prompts, computing and creative approaches to take learning forward.
- Contribute towards procedures for target setting and progress tracking.
- Liaise formally and informally with parents, providing feedback on learning.
- Prepare informative and individual annual reports on progress.
- Provide opportunities to develop skills through "homework".

#### **Professional Development**

- Uphold the ethos, vision and values of the school.
- Contribute to teamwork, liaising regularly with colleagues, sharing resources and ideas to improve learning.
- Evaluate your own teaching and use this to improve effectiveness.
- Take responsibility in developing your own Continuing Professional Development (CPD), within and beyond the school.
- Participate in staff training and opportunities given for professional development.
- Maintain a Professional Development folder.



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### Area of Accountability: B

#### *Leadership and Management of a Subject*

The role is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the Teacher Standards and, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff, and will be reviewed annually.

#### **Areas of Responsibility and Key Tasks**

##### **a) Strategic Direction and Development of the Subject (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;
- use relevant school, local and national research and data to inform targets for development and further improvement for individuals and groups of pupils;
- develop 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 plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

##### **b) Teaching and Learning**

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by monitoring coverage and supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives based on the National Curriculum (Kent agreed syllabus for RE), and developed in line with the school development/improvement plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of the monitoring outcomes and data;



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- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- to inform parents and governors of developments planned activities and opportunities for your subject area
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

### **c) Leading and Managing Staff**

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;
- ensure that the head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.

### **d) Effective Deployment of Resources**

- maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- maintain efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- take on any additional responsibilities which might from time to time be reasonably determined.



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### Area of Accountability: C

#### *General duties relevant to all members of staff*

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

#### Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

#### Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

#### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

St Alphege CE Infant School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Alphege CE Infant School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.