



## **JOB DESCRIPTION**

**Name:**

**School:** Whitfield Aspen

**Post Held:** Qualified Teacher

**Salary scale:** Mainscale Pay Spine

**Responsible to:** Headteacher/Heads of School/Deputy Headteachers

**Line Manager:** Milestone Leader

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

Our vision and values of Learning Together through Aspiration, Imagination and Determination are essential to the work that you carry out here at Whitfield Aspen School. As a member of staff it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

## **GENERAL DUTIES:**

**All Staff in the School** have **A PERSONAL RESPONSIBILITY** for the health and safety of themselves, their colleagues, pupils and visitors. (Dynamic Risk Assessment). These are specified more precisely in **Section C**. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work, pupils in their care and who may be affected by them (Whistleblowing Policy and Safeguarding Policy).

The education and welfare of a designated class in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, 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 share in the corporate responsibility for the well-being and discipline of all pupils.

The post requires you to teach pupils in the Primary age range.

## **JOB SPECIFICATION:**

You are required to carry out the duties of a school teacher as set out in the *School Teachers Pay and Conditions Document*, issued by the DfE.

**In addition you are required to undertake the following responsibilities:**


- To lead learning in a subject area throughout the school, to include the ordering and storage of resources, and to manage the budget delegated to this curriculum area. To ensure that the development plan for your subject is up to date and uploaded to KLZ.

- To prepare, develop and extend guidelines in consultation with the head and staff leading to the development of a policy and scheme of work for a subject area throughout the school whilst closely relating to the requirements of the New National Curriculum 2014.
- To act as a consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example how a subject area can be used to both enhance and differentiate all areas of the curriculum.
- To assist in the moderation of a subject area and work across both key stages to ensure continuity and progression.
- 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 and to monitor and report on standards achieved in your subject areas.
- To take responsibility for resourcing a subject area and to manage the budget delegated to this curriculum area.
- To promote parental interest and understanding in a subject area across the curriculum.
- To promote the desirable learning outcomes within a subject area.
- To work collaboratively with all members of the Samphire Learning Hub.

#### **Curriculum areas & responsibilities:**

- 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.
- Each leader of learning in a subject area should ensure, by consultation, that their area of responsibility receives adequate consideration.
- 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.
- This job specification may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.
- Personal targets will be set through the annual performance management process.
- You may be required to do other duties as required by the Headteacher.
- All employees of Whitfield Aspen School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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

Signed:  Headteacher

Date: March 2025