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| Post Holder: |  | |
| *The description of the duties, responsibilities and accountabilities for the post of Senior Leader and Subject Leader at Herne CE Infant and Nursery School have been set out in this job description.* | | |
| Responsibility Areas | Class Teacher  Subject Leader | |
| Accountabilities | A | Undertaking responsibilities as a class teacher |
| B |  |
| C | To effectively appraise and line manage teaching and education support staff as appropriate. |
| D | Generic duties relevant to all members of staff. |
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| Accountable to | | Head of School  Executive Headteacher |
| Main Duties | | See attached information for detailed duties and responsibilities |
| Signed | | Date: |
| Signed | | *Executive Headteacher* |

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| Area of Accountability: A - *Undertaking responsibilities as a class teacher* |
| To promote the vision and aims of Herne CE Infant and Nursery 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: C -  *Appraisal and Line Management* |
| * To act as line manager for staff within leadership responsibility and all teachers with regard to core subject, undertaking appraisal reviews yearly in conjunction with the schools policies and procedures; * Ensure staff who you have a responsibility to appraise have clear targets for personal and professional progression in their work and know how their progress towards those targets will be assessed (in line with school priorities and policies); * Undertake regular evaluation of staff progress towards agreed improvement objectives   through the schools appraisal and line management policies, practices and procedures;   * Utilise the schools observation procedures to monitor pupil progress, behaviour for learning, practice of staff and pupils and follow up observations with a discussion on progress and areas for improvement; * Contribute positively to your own appraisal, and line management. |

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| Area of Accountability: D -  *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  Herne CE Infant and Nursery 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 Herne CE Infant and Nursery School . Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).  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. |