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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  Senior Leader  Subject Leader | |
| Accountabilities | A | Undertaking responsibilities as a class teacher |
| B | Undertaking responsibilities as the senior Leader |
| C | The leadership, day-to-day management, tracking of progress and high standards of a Subject and Year group/Phase in the school along with the setting, development and implementation of policies, plans, targets, practices and procedures related to the Subject and classes within the context of the vision, ethos, aims and goals of the school. |
| 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: B -*Undertaking responsibilities as the Senior Leader* |
| Teachers receiving Teaching and Learning Responsibility (TLR) Payments\* provide professional leadership and management for their area to secure high quality teaching, effective use of resources and improved standards of learning and achievement of all pupils. They are accountable for a significant, specified responsibility focused on teaching and learning, that is not required of all classroom teachers  \*attached specifically to this role  The purpose of this post is to improve teaching and learning opportunities, raise achievement and help us to achieve our school aims and improvement priorities.  **To provide professional leadership and management to secure:**   * improvement in achievement and attainment for all students in Phase/year group and subject; * raising of aspirations and standards of learning and teaching; * high quality provision of all services; * effective strategic direction, leadership and management at all levels; * effective deployment of resources; * a safe and healthy environment for members of the school community; and * outstanding levels of compliant behaviour and behaviour for learning.   **Generic expectations of all members of the Leadership Team:**  • act with professional integrity at all times;   * maintain effective communication with the Senior Leadership Team and governing body * notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work; * develop and maintain effective channels of communication with and between staff. * support the Head of School in the effective appointment, deployment and development of staff. * support the Head of School to monitor, evaluate and review the quality of teaching, learning, standards and achievement across the school. * support the development and implementation of school improvement priorities and take responsibility for monitoring, evaluating and reviewing agreed aspects of it. * lead and evaluate the curriculum through effective development and monitoring * provide guidance and support to other members of staff in achieving school priorities and targets, developing the curriculum and implementing schemes of work. * develop effective relationships with staff, governors, pupils, parents, the church and local community in order to enhance teaching and learning and the ethos of the school. * identify and improve those areas relevant to your role which need to move to good and outstanding; * maintain those school policies and procedures relevant to your area and update whenever required; * be present where appropriate at meetings, performances and other functions / events; (including before and after school.) * identify and attend CPD relevant to your role and school priorities * undertake a proactive part in:   + those activities that are part of the self-evaluation of the school;   + being a presence around school;   + appraisal and line management systems; * set an example in undertaking a regular commitment to duties * work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions * undertake specific tasks reasonably delegated by the HoS or EH. |

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| Area of Accountability: C -  *Leadership and Management* |
| 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.  As a teacher with a Teaching and Learning Responsibility you will demonstrate knowledge and understanding of:   * School improvement and effectiveness strategies including the process of school self-evaluation. * Processes and systems for quality assurance within subject areas. * Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance. * Principles and practices of effective leadership and management of change. * Principles of curriculum planning. * Financial and resource planning.   You are responsible for:  1. Impact on educational progress beyond your own assigned pupils:   * Keeping abreast of current developments and thinking through review of national data and research and attendance at INSET courses. * Developing and implementing policies and practice reflecting the school’s commitment to high standards of achievement. * Monitoring, evaluating and reviewing standards and progress across a Phase and the core subject/s for which you are responsible, setting whole school targets for improvement. * Evaluate and analyse data relating to pupil achievement and progress identifying strengths and weaknesses and reporting to SLT and governors. * Setting challenging targets for improvement.   2. Leading, developing and enhancing the teaching practice of others:   * Developing the team and individuals to enhance performance. * Supporting colleagues by providing personal expertise, disseminating information and leading staff meetings. * Monitoring, evaluating and developing the effectiveness of teaching and learning. * Embracing new initiatives and promoting opportunities to drive improvement. * Ensuring appropriate resources are available to aid effective teaching  1. Accountability for leading, managing and improving pupil development.    * Ensuring all planning is effective and developed appropriately.    * Liaising with the EH, HoS, Senior Leadership Team, parents and governors to keep them informed of standards and targets.    * Demonstrating, with clear evidence, achievement across the Phase and core subject/s and identifying areas for improvement.    * Proactively contributing to whole school planning and improvement. |

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| Area of Accountability: D -  *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. You will be expected to follow school guidelines on GDPR on good practice within the school.  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. |