# Singlewell Primary School



**Job Description**

**Post Holder’s Name: Date Agreed:**

**Post Held: Reports to:** Headteacher

**Line Manager:** Headteacher **Salary Scale:**

**General Duties**:

* To carry out school policy as an effective team member and to be responsible, with other members of staff, for the developments of a particular curriculum area.
* To be a class teacher, demonstrating good practice in assessing the needs of children in their class, planning work to develop their full potential.
* To keep records and evaluate them in line with school policy.
* To attend regular Staff / Curriculum meetings as may be necessary.
* To develop in professional capacity by:
	+ Making use of appropriate professional resources
	+ Consulting with, and accepting support from other members of staff
	+ Using every opportunity to utilise own talents for the good use of the school.
* To take part in the meetings with parents regarding pupils’ progress and aspects of the curriculum.
* To share in the corporate responsibility for the well being and discipline of all pupils.
* To take a positive part in the extra-curricular activities of the school.

**Specific Responsibilities:**

To be responsible for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and to be aware of the needs of:

* The National Curriculum.
* Supporting all staff in the development and implementation of school policy.
* Monitoring progress throughout the school.
* Reviewing use and organisation of resources, and to retain accounts of expenditure.
* Attend and evaluate appropriate courses and feed back to the staff.
* To inform staff, governors, and parents of any subject development.
* To be involved in target setting and to monitor and report on standards achieved in your subject area.

Post Holder’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_