

## The Pathway Academy Trust

**School(s)** Wrotham Road Primary School  
**Job Title:** Class Teacher  
**Grade:** Teacher's Pay Scale  
**Responsible to:** Head Teacher



**Name:**

**Contract:**

### Job Specification: Class Teacher

#### Main Purpose

The class teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

#### Duties and responsibilities

##### Teaching:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Ensure setting of realistic and challenging targets for pupils
- Use the Feedback Policy to ensure pupil progress
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Develop a classroom environment which secures effective learning
- Support the identification of, and provision for, pupils with additional learning needs and therefore adapt teaching to respond to the strengths and needs of pupils
- Write reports related to the progress of pupils including end of year reports to parents

##### Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

**Health, safety and discipline:**

- Promote the safety and wellbeing of pupils in accordance with school and trust policies
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

**Communication:**

- Communicate effectively with pupils, parents and carers and consider their views responding appropriately

**Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Personal and professional conduct:**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources:**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above. It can be amended, in consultation with the Head Teacher, to reflect the changing needs of pupils or practices in the classroom and should be reviewed annually.

**JOB SPECIFICATION: Subject Leader****Main purpose**

The subject leader will take lead responsibility for providing leadership and management for **insert subject(s)** to secure:

- High quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

## **Duties and responsibilities**

### **Strategic direction:**

- Develop and implement policies and practices for **insert subject(s)** which reflect our school's commitment to high achievement, effective teaching and learning
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
- Use data effectively to identify pupils who are underachieving in the subject, and create and implement effective plans to support those pupils where necessary
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement

### **Teaching and learning:**

- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more-able pupils, pupils with special educational needs and pupils with English as an additional language
- Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- Ensure effective development of pupils' literacy, numeracy and IT skills through the subject
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of pupils' individual and collaborative study skills
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding

### **Leading and managing staff:**

- Help staff to achieve constructive working relationships with pupils and parents
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Sustain your own motivation and, where possible, that of other staff involved in the subject
- Audit training needs of subject staff

- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations
- Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- Enable teachers to achieve expertise in their subject teaching
- Work with the SENCO/Inclusion Manager and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs
- Make sure that the Head Teacher, senior managers and local governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

**Efficient and effective deployment of staff and resources:**

- Establish staff and resource needs for the subject and advise the Head Teacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money
- Deploy, or advise the Head Teacher on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise
- Make sure the effective and efficient management and organisation of learning resources, including IT
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use space to create an effective and stimulating environment for the teaching and learning of the subject
- Make sure that there is a safe working and learning environment in which risks are properly assessed

Since there is considerable overlap in the areas of responsibility, it is expected that Subject Leaders look to other members of staff for support and advice in carrying out their responsibilities.

This job specification may be reviewed at the end of the Academic Year or earlier if necessary, and may be amended following consultation.

**SIGNATURE OF POST HOLDER:** ..... **DATE:**

**SIGNATURE OF HEAD TEACHER:** ..... **DATE:**