



Job Description for Class Teacher with Phase Leader Responsibility

Salary and grade:	Main pay range with TLR
Line manager:	Headteacher
Supervisory responsibility:	The Post Holder will be responsible for all staff working within the phase

Core purpose of the job:

- Be responsible for the learning and achievement of all pupils in the Phase ensuring equality of opportunity for all.
 - Be responsible and accountable for achieving the highest possible standards in work and conduct.
 - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, TVC colleagues and external agencies in the best interests of pupils.
 - Meet the professional standards set out in the Department for Education's (DfE) teachers' standards document.
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document*.
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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Duties and responsibilities

Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Be accountable for the attainment, progress and outcomes of pupils' in the class.
- Ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; EAL, ethnic minorities and Pupil Premium, and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Ensure that all children are at, or above, age appropriate expectations. In cases where children are below, ensure that they make accelerated progress towards these levels.
- Provide children with opportunities to manage their own learning and become independent learners.
- Create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school.



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Leadership

- Take responsibility for managing and leading the Phase:-
 - ~ Monitor the quality of teaching and learning of others, providing coaching, mentoring and training as appropriate.
 - ~ Contribute to the school's appraisal process.
 - ~ Contribute to the self evaluation and strategic development of the school.
 - ~ Ensure policy and agreed practices are implemented within the Phase.
 - ~ Undertake teaching responsibility within Phase, acting as an exemplary role model.
 - ~ Hold regular Phase team meetings.
 - ~ Ensure personal professional development, being up to date in national and local developments.
 - ~ Liaise regularly with Phase Leaders across the Collaboration.
 - ~ Play a proactive role in working with colleagues to improve provision and outcomes across the Phase.
- Take responsibility for a curriculum area:-
 - ~ Promote the teaching of the agreed curriculum area throughout the school, according to the requirements of the National Curriculum.
 - ~ Be accountable for the attainment, progress and outcomes of pupils' across the school
 - ~ Review the policies for the curriculum area and adapt as appropriate.
 - ~ Develop appropriate schemes of work for the curriculum area.
 - ~ Take responsibility for maintaining, evaluating and ordering resources within an agreed budget, in consultation with colleagues.
 - ~ Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers. Offer support and advice to colleagues where necessary.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- Have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:

Date:

Signature of Headteacher:

Date: