**Teaching Staff and Curriculum Coordinator Job Description**

Name of Post Holder: ………………………………………..

Post Title: Maternity Cover Fulltime Classteacher

Curriculum Responsibilities:

Salary Scale: Qualified Teacher MPS

You are required to carry out the duties of a school teacher as set out in paragraphs 61.2 – 61.16(inclusive) of the School Teacher’s Pay and Conditions Document (2014) and meet the Teachers’ Standards(England) and Upper Pay Scale Professional Standard where relevant. (Attached)

This post requires you to teach pupils in the age range 4 -11 Key Stage:

Line Management: Head Teacher

Working Time: Temporary Full Time

DSB Disclosure: Enhanced

**Requirements of Monkton CEP School**

You will be required to

* support the school’s ethos and values by commitment to the Mission Statement, aims and objectives of the school
* To promote and maintain standards required for effective class teaching. To be responsible for the education of each child in Class
* to support the aims and objectives of the school and help promote a climate in which the school is always striving to review and improve its effectiveness and efficiency,
* to assist the Headteacher in the efficient leadership and management of the school by providing high quality education for all children irrespective of ethnicity, gender, social class or any disability
* support the ethos of the school’s Christian values by your participation, and/or organisation of out of school learning activities where appropriate
* to develop and maintain high standards of work, behaviour, attendance and punctuality from all pupils
* support the process of teaching and learning in accordance with agreed policies and guidelines
* to report to Governors orally and in writing through the preparation and presentation of reports and relevant documentation when required
* to take responsibility, on a rota basis, for school assembly, playground duty, and other rotas determined and agreed by staff, (with the exception of the School Business Manager)
* establish clear targets for improving and sustaining pupil' s achievement
* promote and safeguard the welfare of all pupils in your care
* promote equality of opportunity in all aspects of school life and curriculum
* To Support initiatives decided by the Headteacher and Senior Leadership Team

**As A Curriculum Co-ordinator**

1. To co-ordinate a subject, leading the implementation of the subject’s curriculum, monitoring the implementation of the policy, coverage, planning, record keeping and assessment throughout the school including preparing relevant data on pupil progress and achievement
2. To provide a model of exemplary practice in the teaching of the subject, enthusiastically promoting it throughout the school, supporting colleagues with teaching strategies, differentiation of work, ensuring equality of opportunity for all pupils,
3. To develop an action plan to improve the teaching and assessment of the subject throughout the school and to ensure that this is fed into the school improvement plan.
4. To ensure that pupils are regularly assessed in accordance with the schools policy and guidelines. To monitor progress through tracking and to liase with colleagues in school and outside agencies when appropriate.
5. To identify materials/resources for the subject and forward list to Head Teacher for inclusion in the current budget plan. To organise the storage of materials and resources and provide colleagues with up-to-date resource information.
6. To maintain a Curriculum Co-ordinators File in accordance with the school’s requirements.

**Performance Management and Professional Development**

1. To actively engage in the annual Performance Management review process in accordance with national guidance and school’s policy.
2. To take shared responsibility for professional development participating in a range of professional development opportunities.
3. To disseminate information from professional development activities undertaken.

Signed………………………………………………… Date…………………………..

Headteacher …………………………………………. Date ………………………….