

# **John Betts Primary School**

## **Job Description: Class Teacher and Curriculum Leader**

### **Roles and responsibilities**

- To carry out the professional duties of a main grade teacher as defined under the School Teachers' Pay and Conditions Document
- to work under the direction of the Headteacher and Deputy Head and undertake other tasks as the Headteacher may reasonably ask,
- to develop and maintain high standards of work, behaviour, attendance and punctuality and dress,
- have a proven track record of raising achievement
- to contribute to displaying and creating an attractive environment in areas around the school
- To assess pupil progress, maintain records and provide written reports in accordance with school policies
- to match learning to the needs of the children;
- To make appropriate education provision for children with SEN or EAL, with support from SENCO where appropriate
- To take responsibility for the management of other adults working in the classroom
- To organise and facilitate trips and visits to support and enhance the children's learning
- to provide managers with updated documentation as requested,
- to foster the involvement of pupils with the wider community
- to keep abreast of all relevant educational developments.
- to integrate equal opportunities policies into all aspects of service to the school and to select resources and employ teaching and behaviour strategies which reflect these,
- To be proactive and positive in dealings with colleagues in order to support the ethos and vision of the school and to support the improvements outlined in the school development plan
- To be a good role model to other staff in their behaviour and class performance
- Observe teaching and learning in classrooms using school monitoring formats as indicators of sound practice
- Provide both verbal and written feedback to the relevant members of the Senior Leadership Team
- Provide a summary of written evaluations (whole school / key stage overview) to the Headteacher and governors
- Formulate targets and action plans, in consultation with the Headteacher and SLT, for the following year
- To be proactive in developing, implementing and reviewing the School Development Plan, school policies and to be fully supportive of all decisions made
- To have responsibility for the key issues in the Ofsted Action Plan relating to their curriculum or school areas
- To keep the Headteacher aware of pastoral needs of children and staff and to assist in the resolution of difficulties and the maintenance of morale
- To meet regularly with the Head. To organise and manage specific projects/tasks for which you are accountable
- To contribute to the programme of assemblies and collective worship
- To be responsible for creating an attractive, motivating and informative classroom environment where children can be actively involved in their own learning and to change displays of children's work/interest on a regular basis
- To be confidential about matters arising in school
- To communicate, consult and liaise with internal and external stakeholders and agencies when necessary

## Curriculum Leader Responsibilities

- To take management responsibility for the curriculum, to be accountable for the quality of provision and the standards pupils achieve
- To participate in the development of policies, guidelines and schemes of work for the subject and to review same on a regular basis,
- Ensure that policy is implemented monitored, evaluated and reviewed yearly
- Formulate targets and action plans, in consultation with the Headteacher and SLT, for the following year
- To contribute to the work of the Head and Senior Leadership Team in monitoring the quality of teaching and learning, pupil progress and achievement in your subject area and ensuring that there is consistent practice throughout the school
- To have a clear knowledge of expected levels of achievement throughout the primary phase and be able to support colleagues with progression through the year and from year to year
- Ensure that there is continuity and progression in teaching and learning, planning/ assessment/ recording & reporting/ breadth and balance of the curriculum throughout the school through monitoring lessons, work, planning and display.
- To ensure that pupils are regularly assessed in accordance with the schools policy and guidelines.
- To monitor progress and to liaise with outside agencies as appropriate to support agreed strategies for children experiencing difficulties,
- To undertake work scrutiny and monitoring of planning and other areas to support the improvement of teaching and learning and provide written and oral feedback where necessary
- Monitor pupils' achievement by evaluating school based and national assessment data.
- Identify areas for improvement resulting from analysis
- Provide written summaries for the Headteacher and governors
- To support colleagues with teaching strategies, differentiation of work, access to the curriculum for bilingual pupils, ensuring equality of opportunity for all pupils and to ensure that, where applicable all health and safety considerations are known and implemented.
- To organise events to raise the profile of their subject area with all stakeholders
- To acquire knowledge and expertise, through CPD in the particular curriculum area and develop professional skills in management
- To support colleagues by cascading information and current thinking via INSET
- Carry out an audit of resources and negotiate financial considerations with the Headteacher and SLT
- To order materials/resources from budget allocation to monitor the budget and resources looking at value for money. To organise the storage of materials and resources and provide colleagues with up-to-date resource information,
- To evaluate one's work as a curriculum leader and to provide reports, orally and in writing, as requested, to a variety of audiences e.g. Line Manager, Deputy, Head, Governors, Parents, Link Inspector
- To undertake other such tasks as agreed with the Headteacher

**Date**

**Headteacher**

**Class Teacher**