

Edith Moorhouse Primary School

Job Description: Class Teacher and Department Lead

Job Title	Class Teacher and Department Lead
Reports To	Headteacher or DHTI
Salary	MPS/UPS + TLR2(1) <i>(Not suitable for ECTs)</i>

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. They will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually and any changes will be subject to consultation.

Purpose of the Role

In addition to the Class Teacher Role (see Class Teacher Job Description) the Department Lead will also be responsible for the Leadership and Management of the allocated department.

Main purpose

- Co-ordinate teaching and learning in the designated Key Stage/Department, lead a core subject or area of significant impact throughout the school and be a member of the school's Leadership Team (LT)
- Ensure continuity and progression throughout the curriculum in that department and subject

Main activities

Teaching and Learning

- Evaluate pupils' progress, achievement and attainment and report to the Leadership Team
- Be responsible for co-ordinating the work in the designated Department, supporting and advising as appropriate
- Monitor the quality of Teaching and Learning in accordance with school policy
- Review long term planning to ensure coverage, progression and a range of learning experiences in a key subject
- Support subject leaders in the development and implementation of curricular initiatives

- Liaise closely with other Department Leads and LT to ensure continuity and progression across the school
- Monitor the standards of behaviour and achievement within the department
- Take a full part in the decision making process of the school through being a member of the LT
- Support the coordination of pastoral care of pupils in the department
- In conjunction with the educational visits co-ordinator, oversee the organisation of school visits and extra-curricular activities within the department
- Be responsible for Health, Safety and Well-being issues within the Department

Recording and assessment

- Update the Headteacher and governing body on provision for pupils across the department and subject, to include regular development and action plans
- Have input in to the target setting process for raising achievement for pupils across the department and subject and feedback to the Headteacher, LT and Governing Body
- Monitor progress across the department and subject and ensure appropriate action plans are in place where issues are identified
- Contribute to the SEF and School Improvement and Plan
- Plan and deliver a half termly action plan for the department, linked to the SIP key priorities, including reporting to the SLT/Governors
- Monitor planning to ensure individual pupil needs are being met
- Collect and interpret assessment data
- Ensure that all Department staff are prepared for internal and external moderation procedures

Leadership

- Be a Deputy DSL and have responsibility for actioning CPOMS entries for the department
- Support staff across the school with behaviour management
- Establish good relationships, encourage good working practices and support and lead the department team
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Plan, organise and chair department meetings
- Oversee aspects of the department organisation and management, including preparing agendas and chairing meetings
- Support and motivate support staff working within the department
- Liaise with all stakeholders, link professionals and other agencies
- Lead new initiatives to secure further progress and continued development in the department

Person Specification (Essential Criteria)

Area	Criteria
Qualifications	Qualified Teacher Status (QTS)
Experience	Substantial, successful teaching experience in a primary setting. Proven experience in a senior or middle leadership role (e.g., SLT or multiple Subject Leader roles). Experience in managing and mentoring others.

Knowledge	Expert-level knowledge of the National Curriculum and statutory assessment. Deep understanding of curriculum theory, educational research, and best practice in teaching and learning.
Skills	Exceptional strategic planning and project management skills. Highly effective communication, coaching, and influencing skills. Advanced ability to analyse complex data and translate it into actionable school improvement priorities.
Personal Qualities	A resilient, inspirational leader with an unwavering commitment to educational excellence and equity for all pupils.