

Hazeldene School

Primary Classroom Teacher (MPS) with Curriculum Leader Responsibility

Job Description and Person Specification



JOB DESCRIPTION

Post:	Primary Classroom Teacher with Curriculum Leader Responsibility
Responsible to:	Headteacher
Grade:	Main Pay Scale (MPS)
Contract Type:	Full time, permanent
Job purpose:	To promote and deliver high standards of teaching and learning, pupil achievement and progression.

Main Responsibilities:

The 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

The curriculum leader, under the direction of the headteacher, will take lead responsibility of the curriculum to secure:

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

They may also be required to undertake any of the duties delegated by the headteacher or Senior Leadership Team.

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
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Use teaching methods which keep pupils engaged
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Provide regular guidance to pupils on the work they have done and how to improve in accordance with the school policy on feedback and marking.
- Ensure familiarity with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) and in school practice.

- Support all pupils to achieve regardless of their SEND or stage of learning English or home disadvantage.
- Set and monitor pupils' homework in line with the school policies.
- Create a safe, welcoming environment and take care of the classroom accommodation

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 vision and values
- 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
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Support the school through attendance at and participation in events such as open evenings, Parent Information evenings and the like (as appropriate)

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Monitor the social, personal, academic and social progress of individuals within the classroom.
- 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
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers
- Attend parents' evenings to keep parents informed about the progress
- Work in collaboration with support staff attached to year group

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
- To contribute to the school's improvement culture through personal commitment to improvement.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Other areas of responsibility

Leading the curriculum

- Design, develop and regularly review the vision, aims and purpose for the curriculum

- Maintain the curriculum over time, amending it as required
- Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum
- Make sure that the curriculum:
 - Is well planned, sequenced and relevant
 - Meets the needs of all pupils
 - Reflects the requirements of the National Curriculum
 - Is implemented effectively and consistently across the school
- Establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the curriculum
- Keep up to date with national and international developments that may affect the curriculum
- Contribute to the school's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact

Leading and managing staff

- Hold team meetings on the curriculum, as directed by the Headteacher or Senior Leadership Team, to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the curriculum
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the curriculum
- Present to staff, senior leaders, governors and parents (if required) on the curriculum
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the curriculum
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to any pupils learning from home due to coronavirus

This job description should be read alongside the requirements of the DfE's School Teachers' Pay and Conditions Document 2013, which sets out in greater detail the general requirements for Teachers and the standard terms of their employment

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION



CRITERIA	QUALITIES
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful primary teaching experience • Experience of assessment of pupil attainment and progress
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of the National Curriculum • Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning • Good subject knowledge across the primary curriculum • Understanding of how to design and develop a well-sequenced curriculum • Understanding of assessment and data and how to use assessment data effectively • Understanding of how to design and develop a well-sequenced curriculum • Understanding of assessment and data and how to use assessment data effectively • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to deliver training effectively • Ability to produce good quality written reports
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to innovation and change

Commitment

- A commitment to uphold the school's vision, values and staff code of conduct.
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and adhering to whole school policies, procedures and standards
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: October 2023

Next review date: reviewed at each appraisal

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____