

HARNHAM INFANT SCHOOL

Main pay scale teacher

Job description

This job description is to be used alongside the Teaching standards

Purpose of the job

- To be responsible for teaching a class of pupils and managing a subject area across the school (no subject for NQTs)

Key tasks

- To work in accordance with the Teachers' Pay and Conditions of Employment, and also with the written Aims, Policies and Guidelines of the school.
- To set high standards of classroom organisation, management and practice.
- To provide a teaching programme which meets pupils' individual needs and complies with the National Curriculum Policy Documents
- Within staff teams, to plan and prepare a range of appropriate tasks for pupils.
- To hold realistically high expectations of pupils and their work
- To be a consistently good teacher
- To develop and use a range of appropriate styles of teaching to facilitate the learning process for all pupils in their care.
- To assess the development and attainment of pupils and maintain adequate reports and records.
- To foster respect and good relationships between all pupils and adults involved in the school community.
- To support a team approach to all aspects of school life.
- To support the development and maintenance of positive links with parents and school governors.
- To support the aims and strategic direction of the school.
- To self-evaluate own teaching on a regular basis.
- To participate in arrangements for further training and professional development.
- To make a positive contribution to professional development meetings and days.

Subject Leader

To provide professional leadership and management for the subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

- To determine the strategic direction and development of the subject

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- To lead and manage staff to secure high quality teaching of the subject.
 - To devise written policies and guidance, including an annual action plan.
 - To plan 'hooks' for topics.
 - To lead and evaluate the subject throughout the school to ensure continuity and progression.
 - To demonstrate good practice in the subject.
 - To ensure continuous improvement in standards and the quality of teaching by critically appraising the teachers' planning and works samples on a regular basis.
 - To provide support and practical help to colleagues and recommend any necessary in-service training.
 - To ensure that the subject is appropriately and adequately resourced at every level of need by:
 - ✓ Organising existing resources
 - ✓ Making fully costed bids for, and managing, the annual budget allocation for the subject
 - ✓ Establishing practices which ensures that resources are safeguarded and well-maintained.
 - To analyse, monitor, evaluate and report of the quality of pupils' work, standards and the quality of teaching.
 - To organise curriculum events e.g. museum visits.
 - To keep up to date by reading relevant documents and attending relevant courses and meetings.
 - To inform parents, governors and inspectors of the range and development of the subject throughout the school, including reports once a year (three times for English, Maths, Science and Early Years)
 - To liaise with other schools and external agencies.
 - To advise the Headteacher as necessary on matters of the content, resourcing, policy and practice in the subject.
 - After due consultation, be prepared to accept any changes in this area of responsibility according to the changing needs of the school and their own professional development.

NB: A newly qualified teacher will not normally lead a subject area in their first year of teaching.