



## JOB DESCRIPTION: **CLASSROOM TEACHER**



<b>Post Title</b>	<b>Head of Department</b>
<b>Grade</b>	<b>Main Scale or UPS Scale with TLR</b>
<b>Reporting to</b>	<b>Head of Faculty</b>

### **Core Purpose**

To provide professional leadership, direction and management for a curriculum area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.

### **1. Strategic direction and development of the Department**

You are responsible for providing the vision for the future, for developing and implementing Departmental policies, plans, targets and practices within the context of whole school and Faculty aims and policies. You are expected to:

- Develop, implement and monitor Departmental policies and practices which reflect the school's commitment to high standards, high expectations, high achievement and to effective teaching and learning.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject taught, and confidence in teaching it.
- Ensure that policies, practices, expectations, targets and teaching methods are informed by relevant national, local and school data, plus research and inspection evidence.
- Monitor and evaluate all aspects of the work of the Department and use this to inform priorities and targets for improvement.
- Establish with the involvement of relevant staff, Department Improvement Plans which:
  - contribute to whole school and Faculty aims, policies and practices
  - include realistic and challenging targets for improvement in the short, medium and long term
  - detail action, timescales and criteria for success
  - are understood by all those involved in putting the plans into action
- Monitor the progress made in achieving Department plans and targets, evaluate the effects on teaching and learning, and use this to guide further improvement
- Establish a shared understanding of the importance and role of the work of the Department in contributing to pupils' personal, social, spiritual, moral and cultural development, and in preparing them for adult life.

### **2. Teaching and Learning**

You are responsible for promoting and sustaining effective teaching and learning within your Department, for monitoring and the quality of teaching, for evaluating standards of pupils' achievement and for setting targets for improvement. You are expected to work with the Head of Faculty to:

- Ensure coverage, continuity and progression in the curriculum area for all pupils, including those of high ability and those with SEND or linguistic needs.
- Ensure that detailed schemes of work and lesson plans are in place which meet the requirements of the National Curriculum, provide appropriate challenges and are differentiated to meet the needs of all pupils.
- Ensure that teachers are clear about the teaching and learning objectives in lessons and communicate these to pupils.
- Provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of all pupils.
- Establish and implement clear policies and practice for assessing, recording and reporting on pupil achievement.
- Ensure that assessment data is used across the Department for recognising pupil achievement, for setting targets for improvement and to ensure good progress
- Ensure the effective development of pupil's literacy, numeracy and ICT skills within the curriculum area.
- Set expectations and targets in relation to standards of pupil achievement, and evaluate progress and achievement by all pupils
- Identify pupils who are underachieving within the Department and where necessary create and implement effective plans to support those pupils
- Evaluate the teaching within the curriculum area, identify effective practice and areas for improvement and take appropriate action to further improve the quality of teaching.
- Ensure the Department contributes to the effective development of pupils' individual and collaborative study skills necessary for them to become independent learners.
- Work in partnership with parents and provide information about the curriculum, attainment, progress with learning targets.
- Develop links with the local community in order to extend the subject curriculum, enhance teaching and learning and develop pupils' wider understanding.
- Ensure that appropriate standards of behaviour are established and maintained through the Department.

### **3. Leading and Managing Staff**

You are responsible for ensuring all members of your Department are provided with the support, challenge, information and professional development necessary to continually improve the quality of teaching and learning. You are expected to work with the Head of Faculty to:

- Establish clear expectations and positive working relationships among Department staff through team working and mutual support
- Ensure a consistent team approach to raising achievement within the Department
- Help Department staff establish constructive working relationships with pupils.
- Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- Sustain the motivation of all Department staff
- Carry out professional development interviews with all Department staff to identify training needs
- Lead the professional development of Department staff and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development
- Ensure that trainee and newly qualified staff are appropriately trained, monitored, supported and assessed in relation to standards for QT status, the Career Entry Profiles and standards for induction.
- Work with the SENCO and other SEND staff to ensure that individual education plans are used to set subject specific targets and to match teaching and learning to pupils' needs
- Ensure that the Headteacher, Senior Management and Governors are well informed about Department policies, plans and priorities.
- Appraise staff as required by the school policy and use the process to develop their personal and professional effectiveness

#### **4. Deployment of staff and resources**

You are responsible with the Head of Faculty for identifying appropriate curriculum and staffing resources and ensuring they are used effectively, efficiently and safely.

You are expected to:

- Establish staff and resource needs and advise your head of Faculty of likely priorities for expenditure
- Allocate available resources with maximum efficiency to meet the objectives of the school and Department plans
- Advise your Head of Faculty on the deployment of staff to ensure the best use of subject and other expertise.
- Ensure the effective and efficient management and organisation of learning resources including ICT
- Maintain existing resources and ensure the development of new resources
- Create an effective and stimulating learning environment within the Department.
- Ensure a safe working and learning environment in which risks are properly assessed

#### **Equal Opportunities**

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

#### **Health & Safety**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

#### **Safeguarding of Children and Young People**

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment.