



Eastwood

Primary School & Nursery

JOB DESCRIPTION

Title and Grade of Post	Class Teacher MPR plus possible TLR – to be discussed This is a permanent full-time role
Status of Post	This post holder is accountable to the Head Teacher. You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. This role is part of the Senior Leadership team In addition, you will be required to fulfil any reasonable expectations from the Head Teacher.
Job Purpose	To support the HT's overall leadership, development and management of the teaching and learning of all pupils; to manage the implementation of all school policy and procedures; to have a class teacher responsibility. The post will require you to work in partnership with the Head Teacher, SLT, Governors and staff to ensure the continuous improvement of the school.
Reporting to	The post holder is responsible and accountable to the Head Teacher in all matters. The post holder is expected to liaise with the Deputy Head Teacher and report to them in most matters. The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values.
Health and Safety Statement	The post holder will ensure all health and safety requirements are met during all curriculum activities. They will manage the H&S policy and procedures for their area of responsibility. They will report to the DHT on all H&S matters

Main Expectations of the role

1. Shaping the Future

- Support the Head Teacher and Governors in promoting and developing a vision for the future of the school; demonstrating strong leadership and creativity.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the identification of key areas of strength and weakness in their area of responsibility with detailed reflection on day to day working knowledge of the school's policies and practices.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues in all areas.
- Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.

2. Leading Learning and Teaching

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.

- To support the analysis of school performance data for their area of responsibility resulting in a clear action plan aimed at raising attainment and progress and report to the Assessment Lead on all matters in regard to Assessment.
- Develop staff in their area of responsibility to maximise impact on effective teaching and learning. They will report to the DHT on all learning and teaching matters.
- Support, through liaison and guidance, staff in their area of responsibility, to ensure the best learning opportunities for children.
- In their area of responsibility support the target setting process; including statutory procedures and targets for individuals and groups throughout the school. They will report to the DHT's on these matters.
- Seek to develop and enhance a broad and rich curriculum in which meets the needs of the range of pupils in the school.
- Monitor and evaluate outcomes achieved from classroom practice in their area of responsibility. They will report to the DHT's on these matters.

3. Developing self and managing others

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team and continued development of Eastwood Primary School and Nursery.
- To work with Key Stage Manager as an effective team to raise the standards across the school and be role models in team efficiency.
- To work with other managers as an effective team to raise standards across the school and be role models in team efficiency.
- For their area of responsibility monitor the effectiveness of teaching and wider professional impact and report the evaluation to the DHT.
- Lead, manage and organise meetings as appropriate in support of the school's aims. This included Achievement team meetings.
- Set high expectations for your own performance and that of others in their area of responsibility.
- Engage in relevant professional development activity as necessary.

4. Managing the organisation

- For their area of responsibility manage the day to day activities to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Manage the timetables for their area of responsibility.
- Manage cover for their area of responsibility.
- Manage, for staff in their area of responsibility, due diligence to all school policy and procedure
- Take assemblies, including whole school.
- Carry out lunch time duties.
- Carry out morning and after school gate duties.
- Organise and manage workshops and talks for parents and carers pertinent to their area of responsibility.
- Contribute to the school development plan process and its impact on children's learning.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.

5. Securing Accountability

- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Manage staff in achieving all deadlines and to prioritise their work.
- Support staff, in their area of responsibility in analysing class attendance data and ensuring an action plan is in place to promote a positive outcome.
- To work alongside the Deputy Head Teacher to use a range of data sources to set realistic, yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the school development plan.
- Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary.

6. Strengthening Community

- Strengthening partnerships with other schools and services thus enhancing community cohesion.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with families, which are based on partnerships to support and improve pupils' achievement, involving families as true partners in the education of their children.

Signed:

Name:

Date: