Job Description: Lead Teacher
Reports to: **Headteacher /Deputy Headteacher**
Salary: **TMS 1 – 6, depending on experience + TLR**

Main Purpose of Job and Principal Accountabilities

With respect to the year team and your curriculum aspect/subject team you will

- Provide a clear sense of direction and purpose, through which the school's improvement priorities are delivered.
- Set and model high expectations of teaching and learning and monitor its quality in a variety of ways, such as observation, work sampling, analysis of assessment data and seeking pupil and parent perspectives, in line with school policy
- Rigorously monitor attainment and progress rates of all pupils in your year group and in your subject across the school: addressing needs and ensuring all pupils make at least expected progress.
- Encourage and model a classroom environment that enhances effective learning and celebrates pupil achievement.
- Promote dialogue about teaching and learning through collaborative action research, in order to promote improvements and sustain good practice.
- Develop effective team practices in line with school policy, by being a good role model and through delegating tasks and responsibilities.
- Encourage and model positive and constructive working relationships with pupils, parents, staff and governors.
- Seek to improve the conditions for pupil learning by encouraging ongoing reflection and creative innovation/following the Catalyst Assessment System.
- Promote and model effective partnerships and collaboration with parents, other schools across the Trust and the wider community in order to draw upon the skills and talents available.
- Act as a mentor to new staff, or trainee teachers.
- Be a performance manager.
- Be a member of the school leadership team, attending fortnightly meetings.
- Carry out leadership tasks as directed by the Headteacher; report the impact of your actions termly, through a written report.

This job description may be amended at any time, after discussion with you, to meet the changing needs of the school or the individual at the reasonable discretion of the Headteacher.

This job description does not form part of the Contract of Employment. It describes the way the postholder is expected and required to perform and complete the general and specific duties set out above.

Person Specification for Lead Teacher

Attributes	Essential	Desirable	Evidenced
Qualifications/training • QTS • At least 3 years successful teaching experience • Evidence of on-going professional development	✔ ✔ ✔		Application
Special Knowledge/Ability • Good knowledge of the primary curriculum and national standards in core subjects. • Proven ability to deliver high standards of teaching and learning • Knowledge of monitoring and evaluation techniques, such as observations, work sampling analysis of data. • Knowledge of best practice in provision for the Primary years. • Knowledge and experience of coaching other teachers to improved performance.	✔ ✔ ✔ ✔ ✔		Interview and Application
Communication • Able to communicate orally with clarity and enthusiasm • Able to give clear and effective feedback to staff	✔ ✔		Interview
Personal Qualities • Drive and enthusiasm • Able to prioritise and manage time effectively. • Able to build effective relationships with pupils, parents, staff, outside agencies and governors. • Able to work effectively as part of a team • Passionate about the need to ensure high achievement for all groups of pupils.	✔ ✔ ✔ ✔		Interview and Application

Appendix: Class Teacher Job Description

(1) Liaison and Co-operation

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- members of Borough support and advisory services
- organisations and networks relevant to the teacher's specialism or subject
- parents, governors and the local community

(2) Policy and Legal Framework

The teacher will work within the framework of Professional Standards for Teachers in England 2012 and the schools policies and guidelines on the curriculum and school organisation.

(3) Tasks and Duties

(i) Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class

(ii) Setting and supervising work by pupils

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.

(iii) Marking and recording

To mark and assess pupils' work and to record their development, progress and attainment, both at school and elsewhere.

(iv) Discipline and relationships

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

(v) Communication with parents

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

(vi) The Classroom

To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.

(vii) Overall policy and review

To take part in whole-school reviews of policy and aims, and in the revision or formulation of guidelines.

(viii) Reports

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

(ix) Review

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

(x) Professional development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher.

(xi) Corporate life

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

(xii) Equality policies

To help ensure that subject-matter and learning resources reflect Borough and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (i) – (xii) above.

(xiii) Safeguarding

To show commitment to the school's policies on safeguarding children.

This job description is subject to review on an annual basis.