

**South Benfleet Primary School  
JOB DESCRIPTION**

**Name:**

**Title of Post:** Classroom Teacher with a Teaching and Learning Recruitment Allowance (TLR 2)

**Responsible for:** Maths

**Salary Scale:** Mainscale / Upper Pay Spine (TLR 2 £2640)

**Responsible to:** Assistant Headteacher  
Headteacher/ Deputy Headteacher

**Purpose of Job:** To take responsibility for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

To lead the teaching, learning and development of Maths throughout the school

**Exercise of Particular Duties**

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

**Leadership Responsibilities**

**Core purpose**

- To be accountable for the standards of teaching and learning and pupil progress in Maths throughout the school.
- To lead, manage and develop Maths throughout the school.
- To manage a team ensuring best practice across identified areas of the curriculum.
- To develop the use of ICT to support and enhance teaching and learning.
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.

**Strategic development**

- Take responsibility for the development and implementation of the whole school policy for Maths.
- Use national, local and school management data to monitor standards of achievement across the school in Maths.
- Monitor the progress made towards achieving targets and use this information to plan future developments.
- Collaborate with staff on short, medium and long term planning to develop Maths in relation to:

- Continuous professional development of staff
- Resources
- Aims of the school, including its policies and practices
- Challenging targets for improvement
- Manage strategic development across identified areas of the curriculum.

### **Teaching and learning**

- Plan and monitor coverage, continuity and progression in Maths throughout the school.
- Ensure that teachers are clear about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to children.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Evaluate the teaching and learning of Maths in the school through monitoring activities including:
  - Work and planning scrutiny
  - Lesson observations
  - Pupil discussions
  - Analysis of results and assessment data
  - Attending planning meetings
  - Leading staff training
  - Informal discussions

Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further improve the quality of teaching and learning across the school.

- Manage teaching and learning across identified areas of the curriculum.

### **Leading and Managing Staff**

- Lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team.
- Ensure trainee, newly qualified and staff new to the school receive appropriate support for teaching and learning.
- Lead a team of staff. Effective and efficient deployment of staff and resources
- Establish resource and staff requirements for Maths and inform the Headteacher of costs and priorities.
- Distribute resources to meet the objectives of the school.
- Ensure the effective and efficient management of learning resources for Maths.
- Ensure a stimulating but safe learning environment in which risks are regularly assessed. Other professional requirements
- Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching and learning of Maths.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Be prepared to be a Performance Management Team leader *if requested*
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To deputise for the key stage / team leader carrying out such tasks as may be required—making day to day decisions concerning such activities as assembly and playtime rotas, timing and location of events, taking a lead role in the organisation of events such as festivals, plays, special events etc.
- Undertake any other duty as specified by Head teacher not mentioned in the above.

### **Other Activities**

- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Headteacher
- To lead parents meetings/workshops, in consultation with the Headteacher
- To organise special assemblies, performances, school trips and other events linked with the promotion of Maths
- To attend Governing Body meetings when requested to report on the progress of teaching and learning and pupil outcomes in the subject

To carry out any other duties reasonably requested by the Headteacher or other senior staff member.

### **Class Teacher Responsibilities**

#### **Main Activities**

1. To take responsibility for planning and implementing appropriate work programmes for all children in the allocated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.
4. To be a lead learner

#### **Professional Duties (not exhaustive)**

##### **Teaching**

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- Setting of work for pupils who may not be able to attend school- usually for medical reasons
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- Administering assessment tasks and test in line with school policy
- To provide homework in line with agreed school policies
- Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

- To provide children with opportunities to manage their own learning and become independent learners
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- Be prepared to teach across the entire age range of the school

### **Other Activities**

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline and foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- Contribute to and support the overall ethos/work/aims of the school, e.g. Supporting the PTA and other activities
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Assistant Headteacher of Inclusion
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well being of individual pupils.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Assistant Headteacher of Inclusion
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings
- To inform the Headteacher immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents/ guardians
- To maintain good order and discipline among pupils throughout the school, in line with Behaviour Policies
- To safeguard every pupil's health, safety and well being in line with school policies
- To participate in and contribute to staff meetings and staff training
- To lead assemblies and to attend assemblies
- To register pupils at the start of the school day and after the lunch break
- Be prepared to lead or contribute to extra curricular activities
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

### **Management**

- To plan, organise and manage the work of the Learning Support Assistant assigned to the class, in order to have a positive impact on pupil progress
- To liaise and co operate with the SENCO in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

- Be prepared to receive and mentor other learners- e.g. student teachers, people on work experience, NQTs etc.

### **Training and Development**

- Review and evaluate teaching methods and schemes of work
- To take up the opportunity for continuous professional development (CPD) through self-directed reading and research and by participating in training and development activities in school or elsewhere in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Staff Member \_\_\_\_\_

Date \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_