



Main Pay Scale Teacher Job Description

Responsible to The Executive Headteacher and Executive Board

Purpose of Job

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

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 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 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 make positive contributions to the extra-curricular life of the school.
- To self-evaluate own teaching on a regular basis.
- To participate in arrangements for further training and professional development.
- To make positive contributions to staff meetings and professional days.

As a 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.
- 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 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 teachers' planning and work sampling 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 ensure that resources are safeguarded and well-maintained.
- To analyse, monitor, evaluate and report on the quality of pupils' work, standards and the quality of teaching.
- 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 bi-annual position statements in January and June of each year.
- 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.

Note

An early careers teacher will not normally lead a subject area in their first year in teaching.