



EASTFIELD INFANT & NURSERY SCHOOL

Eastfield Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

ROLE DESCRIPTION

Job Title:	Class teacher/subject leader
Grade:	Main Scale
School:	Eastfield Infant & Nursery School
Reports to:	Headteacher

Principal Accountabilities:

In accordance with the school's policies and under the direction of the Headteacher a teacher may be required to perform the following professional duties:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons
- teach, according to their educational needs, the pupils assigned to you
- set and mark work to be carried out by the pupil in school and elsewhere
- assess, record and report on the development, progress and attainment of pupils and ensure this informs further planning

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- provide guidance and advice to pupils on educational and social matters
- make records of and reports on the personal and social needs of pupils
- communicate and consult with the parents of pupils
- communicate and co-operate with persons or bodies outside the school
- participate in meetings arranged for any of the purposes described above
- foundation stage staff will be asked to undertake home visits for children new to school

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Appraisal or review of performance

- participate in arrangements made in accordance with the most recent regulations for the appraisal or review of your performance and that of other teachers

Review, induction, further training and development

- review from time to time your methods of teaching and programmes of work
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements in line with school policies and priorities

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

Child protection and welfare

- work alongside the Headteacher and other staff members to promote and safeguard the welfare of pupils

Staff meetings

- actively participate in (and sometimes lead) staff meetings and training days

Cover

- Teachers may be required to provide cover to supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them only 'rarely', in accordance with current School Teacher Pay and Conditions Document, and only in circumstances that are not foreseeable. (This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

Management

If appropriate:

- contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods
- assist the headteacher in carrying out threshold assessments of other teachers for whom you have management responsibility
- co-ordinate or manage the work of other staff
- take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management time

- A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Administration

- participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions
- you are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment
- PPA time is a 10% weekly entitlement (NQT's have a further 10%). This should be dedicated to planning, preparation and assessment.

Team Member

- Support and adhere to school policies and procedures

Subject Leader

Apart from NQTs, all teachers will have ownership of at least one subject area or another area of school responsibility. The role of the subject leader is to:

- Act as an advisor and support to colleagues
- Provide staff training as required
- Keep up-to-date with local and national initiatives and developments within the subject
- Monitor standards
- Oversee planning and curriculum coverage
- Ensure resource availability and care
- Liaise with and inform parents and governors about the subject as appropriate
- Manage the curriculum budget
- Attend network meetings and coordinator forums
- Maintain evidence of teaching standards and curriculum breadth
- Set targets inline with the school improvement plan
- Liaise with other school, particularly Westfield
- Link with other professional bodies as necessary
- Ensure that the subject is reflected through displays in school

This role description may be changed at any time after discussion with you.

Signed Date

Class teacher role description