

Job Description : Main Scale

Salary: Main Scale

The Duties of Class Teacher:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom, and be a good role model to pupils as well as all members of the school community;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for school teachers are met;
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance.

Garden Suburb Junior School
Person Specification
Class Teacher

The successful candidate will be expected to demonstrate that he/she has:

Criteria	Essential/ Desirable
Qualified teacher status and is registered with GTC	E
A sound understanding of the statutory framework for education	E
A recent record of sustained, creative and successful class teaching	E
A commitment to, and proven record of, using ICT within teaching and learning	E
Effectively implemented positive behaviour management strategies	E
Knowledge of, and successful experience in, supporting children with special educational needs and those at the early stages of learning English.	E
Can demonstrate strategies for developing individuals and groups of children having regard for their ability, gender, culture, ethnicity and physical ability.	E
A record of recent professional development	E
Sets a good example in their personal and professional conduct, particularly in relation to presentation, punctuality and attendance	E
Communicates effectively orally, in writing and using ICT	E
Can enthuse children, parents, staff and governors	E
A positive approach to problem solving	E

Job Description: Teaching and Learning Responsibility

Salary: TLR 2a

Responsibilities:

- Member of the senior management team
- Year Group Leader

The Duties of Year Group Leader:

- establish good relationships, encourage good working practices, disseminate information to team members and support and lead teachers in the year group;
- co-ordinate planning, teaching and learning within the year group, and to liaise with other year group leaders where necessary, to ensure continuity and progression throughout the curriculum;
- monitor the learning environment within the year group to ensure work is effectively planned, delivered and evaluated;
- mentor, lead, support, motivate and develop staff working within the year group;
- oversee all aspects of the year group organisation and management, in order to ensure that school policies and practices are being delivered;
- evaluate pupils' progress, achievement and attainment across the year group, and report to the SMT;
- lead by example in all areas of teaching and learning within the year group;
- monitor the standards of behaviour and achievement within the year group;
- take some responsibility for the safeguarding and pastoral care of pupils in the year group;
- liaise closely with other year group leaders to ensure continuity and progression across the key stage;
- participate in the performance management system for the appraisal of the teachers in the year group.

Garden Suburb Junior School
Person Specification
Teaching and Learning Responsibility 2a
Year Group Co-ordinator

The successful candidate will be expected to demonstrate that he/she has:

Criteria	Essential/ Desirable
Qualified teacher status and is registered with GTC	E
A sound understanding of the statutory framework for education	E
A recent record of sustained, creative and successful class teaching	E
A commitment to, and proven record of, using ICT within teaching and learning	E
Effectively implemented positive behaviour management strategies	E
Knowledge of, and successful experience in, supporting children with special educational needs and those at the early stages of learning English.	E
Can demonstrate strategies for developing individuals and groups of children having regard for their ability, gender, culture, ethnicity and physical ability.	E
Demonstrated successful experience of managing a curriculum area for a sustained period within the primary age range.	D
Successful experience of managing a budget.	D
Provided positive leadership to enable staff to work towards common goals	E
Experience of planning and delivering presentations to staff and parents	D
A record of recent professional development	E
Sets a good example in their personal and professional conduct, particularly in relation to presentation, punctuality and attendance	E
Communicates effectively orally, in writing and using ICT	E
Can enthuse children, parents, staff and governors	E
A positive approach to problem solving	E
A record of recent professional development relevant to the post	E