



JOB DESCRIPTION

Core Subject Leader for Literacy or Maths

Responsible to: The School Leadership Team.

Job Specification Reference:

You are required to carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document.

Purpose of Post:

- To lead staff to achieve high quality teaching in your core subject, effective use of resources and the highest standards of learning and achievement for all pupils
- To liaise effectively with senior colleagues to ensure consistency of approach in the teaching and learning in your core subject across the school
- To promote the vision, culture and ethos of the school within your core subject area.

Key Responsibilities

In addition to your responsibilities outlined in your Class Teacher job description, within your core curriculum area you will also:-

- Keep abreast of curriculum developments, ensuring you disseminate, support and monitor best practice across the school
- Monitor and evaluate the quality of teaching and learning across the school, using a variety of methods including tracking, target setting, data analysis, observing lessons, monitoring plans and bookwork, learning walks and speaking to children about their learning
- Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Ensure relevant stakeholders are well informed about policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans
- Prioritize resource needs as indicated in the School Development Plan
- Contribute towards action-planning for the School Development Plan
- Contribute towards the development of a cohesive and effective long-term plan
- Ensure that medium-term planning meets all National Curriculum requirements

Leading, developing and enhancing the teaching practice of others:

- Provide an excellent role model for pupils and for staff, by excellent own classroom practice that sets a standard for other teachers to emulate
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed, leading high quality INSET that will inspire colleagues and providing information and advice that supports them in further developing their teaching skills and strategies to ensure children enjoy consistently high learning experiences
- Lead staff in planning, teaching and evaluation to raise standards – both formally and informally
- Provide guidance to staff in marking and assessment for learning, and standards expected
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school
- To support colleagues to create a stimulating environment for learning
- Contribute to appraisal

Develop personally and professionally through:

- Reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.