



The British School
Yangon

World Class Education

The British School Yangon
2A, Yangon-Insein Road
Hlaing Township, Yangon
www.britishschoolyangon.org

Primary Class Teacher / Assessment and Standards Leader (Reporting to: Head of Primary)

MAIN DUTIES

This is a Primary Leadership Team (PLT) post within the school's revised structure, which carries significant responsibilities in addition to a Primary Class Teacher position.

Main Responsibilities of the Post

- To play a key role in overseeing the *assessment and standards* of pupils within the Primary school.
- To lead, motivate, inspire, support, challenge and develop staff, in order to secure educational improvement in line with the school vision and ethos.
- To play a leading role in consultation with the Head of Primary / PLT in the formulation, implementation and monitoring of the School Development Plan (SDP).
- To use initiative within the framework of the school's policies and procedures.
- To deputise for the Head of Primary, as and when necessary.

Professional Responsibilities

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Making an impact on the educational progress of pupils

Responsible for the development of a whole school approach to improving achievements and standards in teaching and learning throughout the school, making considerable contribution to the following:

- To ensure that excellent opportunities exist across all areas of the curriculum to ensure new learning and to consolidate skills
- To have high expectations both of what pupils can achieve and how they should behave
- To ensure that a variety of teaching and learning methods are used which will impact upon pupil standards and achievements
- To ensure that the curriculum and activities match learners needs, aspirations and capabilities
- To promote stimulating learning environment celebrating children's work.
- To co-ordinate the implementation of external assessments, collect and analyse data.
- To monitor and evaluate pupil learning, developing pupil's involvement in own learning.
- To ensure that information on tracking pupil progress is used to improve teaching and learning; to inform and motivate pupils; to inform parents; to

provide necessary references for other educational institutions and to support whole school self-evaluation.

Leading, developing and enhancing the teaching practice of others

- To disseminate best practice and educational research, particularly with regard to assessment
- To promote a Teaching and Learning Community (TLC) and ensure that pupil's work is assessed thoroughly and constructively
- To promote reflective practice and networking opportunities
- To promote the principals of coaching and/or mentoring and 'growth mindset'
- To demonstrate excellent subject knowledge and provide 'model lessons' and/or team teaching opportunities
- To monitor the consistency of quality teaching and learning: observing lessons, monitoring planning, children's written work and advising other teachers in classroom organisation, lesson planning and teaching methods
- Lead and coordinate the moderation of teacher judgments with regard to assessment
- Take a leading role in supporting Primary Learning Support and EAL teachers
- Support subject leaders with regard to schemes of work or policies
- To be an identified leader in the school's Performance Management Cycle demonstrating high expectations of teaching and learning
- To maintain up-to-date classroom practice through in-class teaching support.
- The provision of professional advice and support and the identification of training needs.

Supporting the progress of all learners

- Oversee a cycle of *Pupil Progress* meetings, ensuring that the needs of all learners are being met and pupils are making expected progress
- Contribute to the effective provision for children with EAL and SEND by maintaining close links with the Learning Support team.
- Monitor the progress of pupils on the Learning Support, EAL, and SEND registers
- Ensuring there is appropriate and challenging provision for pupils who have been identified as being high achievers
- Coordinate with teachers in the implementation of intervention, booster and support groups
- Network and liaise with other educational agencies and establishments to support and extend learning experiences for all learners.

Managing and developing the work of others

- To be professionally responsible and accountable on a day-to-day basis for school routines and procedures.
- Support admissions procedures across the primary school
- To take a leading role in the effective induction of new staff
- Work closely developing a strong partnership with parents, supporting and organising community events
- Be involved in the recruitment of high quality teaching staff.

The post holder will:

- Be a supportive and effective member of the Primary Leadership Team
- Collaborate on school policies
- Contribute to the School's self-evaluation programme identifying school improvement priorities and providing feedback on their leadership and management role to support the following areas:
 - Pupil Achievement
 - Quality of Teaching and Learning
 - Quality Assurance
 - Behaviour and Safety

Any other tasks mutually agreed by the Headteacher/HOP and post holder that may be directed from time to time.

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Signed:

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Adam Johnson
Headteacher
Date:

The Employee

Signed

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Date: