

|  |  |
| --- | --- |
| **Job title:**  | **Class Teacher (KS1 or KS2) with TLR 2 responsibility for Art, Design and Technology** |
| **Grade:** | **Main Scale or Upper Pay Scale post in line with the current *School Teachers’ Pay and Conditions* document, plus Recruitment and Retention point for the right person.** |
| **School:** | **Colindale Primary School** |
| **Responsible to:** | **Headteacher**  |

**JOB DESCRIPTION**

**MAIN ACTIVITIES AND RESPONSIBILITIES**

The duties and responsibilities of this post are to be carried out in accordance with the provision of the current School Teachers’ Pay and Conditions Document (STPCD).

To provide strong professional leadership in Art, Design and Technology across the school in order to develop high quality teaching and learning and improved outcomes for all pupils.

1. **Teaching and Learning**
2. To have a thorough knowledge and understanding of the National Curriculum
3. To plan and prepare programmes of work which meet the needs of the full range of children’s abilities in the class/group
4. To identify clear objectives and expected outcomes for children’s learning, building upon their prior attainment, and adopt a range of strategies to meet their different learning styles
5. To promote challenging standards of pupil achievement and set high expectations for behaviour, establishing positive relationships and a stimulating learning environment
6. To provide effective teaching of whole classes, groups and individuals so that learning objectives are met, momentum and challenge are maintained, and best use is made of teaching time
7. To use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils and accelerate their progress
8. To plan and prepare work using appropriate resources to make learning accessible to all pupils, including those with SEND and children speaking English as an Additional Language
9. To identify pupils who have SEND and work within the school SEND policy in order to give positive and targeted support and implement individual and personalised plans
10. To use teaching strategies which engage pupils and stimulate an enjoyment of learning
11. To demonstrate effective questioning and responses and promote pupil voice in lessons
12. To select and make good use of learning resources, including ICT, which enable objectives to be met and enable children to develop skills necessary for independent learning
13. **Assessment and Evaluation**
14. To assess, record and report the development, progress and attainment of pupils in accordance with the schools’ assessment procedures and policy
15. To evaluate how well learning objectives have been achieved and use this evaluation to inform future planning and teaching
16. To mark and monitor pupils’ class and homework providing constructive oral and written feedback and setting targets for pupils’ future progress in line with the school’s policy
17. To keep up to date the records for each pupil in the class as required by school policy
18. To participate in arrangements, as appropriate, for preparing pupils for national assessments, recording and reporting results as required and participating in arrangements for pupils’ supervision at such times
19. To produce progress reports required of school colleagues or other professionals
20. **Relationships with Parents and the Community**
21. To communicate effectively with parents and carers, thereby encouraging active participation in the education of their children
22. To prepare and present informative written reports to parents annually
23. To liaise with agencies responsible for pupils’ welfare and attend meetings when necessary
24. To deal sensitively with members of all communities represented locally
25. **Managing own Performance and Development**
26. To understand the need to take responsibility for personal professional development and keep up to date with research and developments in pedagogy and in the subjects taught
27. To participate in training and professional development as appropriate
28. To participate in staff meetings which relate to the curriculum or organisation of the school
29. To participate in arrangements within the agreed framework for appraisal
30. To reflect upon feedback from colleagues, self-evaluate own teaching and participate in the school’s aims to share good practice and improve the quality of practice
31. **Managing and Developing Staff and Adults**
32. To plan the work of teaching assistants for whom they have responsibility, ensure colleagues are briefed effectively and ensure that activities undertaken promote achievement of pupils
33. Support school aims to share good and outstanding practice and coach/mentor colleagues as well as accepting support where required
34. **Professional Conduct**
35. To fully support the aims and ethos of the school including the school’s Rainbow values and the Unicef Rights of the Child
36. To set an excellent example to children, staff and parents in terms of presentation and personal conduct
37. To relate positively to colleagues, establishing effective and professional working relationships
38. To implement all current school policies and procedures
39. To safeguard the health and safety of pupils at all times
40. To carry out any other such duties which may be required from time to time to meet the needs of the school
41. **Equal Opportunities**
42. To ensure all pupils have access to an appropriately broad and balanced curriculum.
43. To adhere to the school’s policies for equality of opportunity
44. To ensure that the planning and teaching methods take account of the language and learning needs of pupils, including those who have SEN or disabilities or for whom English is an additional language
45. To be committed to the inclusion of children in the Additionally Resourced Provision

**H Safeguarding Children**

1. To be fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
2. To follow Colindale School’s Policy on Child Protection

**Specific leadership responsibilities include:**

* Be a passionate and strong leader of Art, Design and Technology
* Lead improvements in the planning and teaching of Art, Design and Technology throughout the school and the use of assessment in order to improve progress in learning and outcomes for pupils.
* Coach and mentor other teachers in refining their teaching skills and use of resources and specific teaching strategies in Art, Design and Technology.
* Formulate and lead on the implementation of a well-informed development plan for Art, Design and Technology.
* Manage a budget to meet priorities within Art, Design and Technology
* Lead on the evaluation of Art, Design and Technology across the school through the analysis of performance and progress and triangulate with observations and examination of learning in books and on display.
* Lead training and planning for Art, Design and Technology, so that teaching confidence improves and the quality of learning is strengthened.
* Ensure that teaching assistants are deployed effectively to support the teaching and learning of Art, Design and Technology.
* Organise school events which inspire a strong engagement in Art, Design and Technology.
* Communicate with governors in order for them to examine and monitor the quality of learning in Art, Design and Technology.
* Demonstrate effective teaching strategies and promote high quality teaching across the school.
* Take a lead role in identifying group and/or individual training needs and provide support for colleagues, promoting a whole school approach to the teaching of Art, Design and Technology.
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork.
* Ensure you keep up to date with current developments in Art, Design and Technology and disseminate information as appropriate.

##### Other

* Assist in the smooth running of the school at all times, including being responsible with the other TLR leaders for the school in the absence of the headteacher, deputy and assistant headteachers

Job descriptions are a guide not a prescriptive list. They will be reviewed as and when necessary taking into account factors such as the needs of the school or new changes in legislation. All staff are expected to comply with all school policies. This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.



**­­­­­­­­­­­­­­­­­­­­­PERSON SPECIFICATION**

**Personal Qualities**

1. Positive and creative thinker who sees challenges as opportunities and who is able to enthuse others
2. Highly motivated and passionate about teaching and enabling children of all abilities and backgrounds to achieve
3. Ability to communicate clearly and effectively in speech and in writing to a variety of audiences
4. Reflective practitioner committed to personal development and the development of others
5. Ability to contribute to and work within a highly motivated team
6. Good interpersonal skills and able to inspire and support colleagues

**Knowledge and understanding:**

1. Thorough knowledge of the requirements of the National Curriculum
2. Thorough subject knowledge and awareness of current issues and recent educational developments in primary education
3. Understanding of the key features of good and outstanding teaching and learning
4. Understanding of effective planning and assessment procedures
5. Excellent understanding of how children learn effectively, including different learning styles
6. Knowledge of and commitment to equal opportunities, school including the Unicef Rights of the Child
7. Knowledge of effective strategies to include and meet the needs of all children including those who speak English as an additional language and those with SEN and disabilities.
8. Ability to work in a way that promotes the safety and well-being of children.

**Skills and attributes:**

1. Excellent classroom practitioner with at least three years’ experience who can inspire children and utilise a range of strategies to enable children to achieve outstanding progress
2. Ability to develop and maintain positive relationships with pupils, colleagues, governors and the wider community
3. Ability to create an inspiring learning environment which enables children of all needs and abilities to achieve success
4. Confident in using a range of resources, including ICT, to make learning accessible to all children
5. Excellent record of attendance and punctuality
6. Excellent behaviour management skills together with an understanding of the value of effective and consistent routines in creating a positive learning environment
7. Aspiring leader who has had some experience of supporting and developing other staff and of leading and managing in a primary school at a whole school level.
8. Proven success in raising standards at the end of a key stage or core subject.

**Education, training and qualifications**

1. Qualified Teacher Status
2. A willingness to undertake personal and professional development with a relevant focus