**Leading Learning in First Phase Job Description**

**West Herts Community Free School Trust**

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description will be reviewed as part of the performance management review cycle and can be amended at any time following discussion between the Executive Principal and member of staff.

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| **Areas of Responsibility and Key Tasks** |
| **Planning, Teaching and Classroom Management**  Teach allocated pupils by planning their teaching to achieve progression of learning through :  • Identify clear teaching objectives and specifying how they will be taught and assessed  • Setting tasks which challenge pupils and ensure high levels of motivation and interest  • Setting appropriate and demanding expectations  • Setting clear targets, building on prior attainment  • Identifying SEND and more able pupils  • Providing clear structures for lessons, maintaining pace, motivation and challenge  • Making effective use of assessment and ensuring coverage of programmes of study  • Ensuring effective teaching and best use of available time  • Monitoring and intervening to ensure sound learning and discipline  • Using a variety of teaching methods to:   1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary 2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions 3. select appropriate learning resources and develop study skills through library, ICT and other sources   • Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught  • Evaluate own teaching critically to improve effectiveness |

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| **Leadership Role and Responsibilities** |
| * Act as teacher-in-charge in the absence of either the Principal or other senior leader * Contribute to the strategic development of the school as part of the leadership team * Act as staff appraisal leader for allocated teaching / non-teaching members of staff * Lead in the area of: ***Learning in the EYFS*** ensuring that this is reflected in our SDP * Ensure high standards of **transition between EYFS and Year 1** * Promote, develop and enhance the teaching strategies which ensure that quality learning takes place in your lead areas * Set up systems for identifying, assessing and reviewing improvement in teaching and learning across your lead areas * Organise professional development with regard to your lead areas through example and support. * Update the SLT and governors on improvement in outcomes for pupils * Model best practice, developing excellence in others through a coaching practice * Contribute to the ongoing school SEF documentation and practice * Contribute to the on-going review of our school SDP * Take a lead role in a core subject area |
| **Additional Responsibilities** |
| * Maintain a well organised, tidy classroom * Ensure that the classroom environment is stimulating and attractive through displays and use of resources * Ensure that there is key vocabulary for the curriculum areas, including a clear focus on Literacy and Numeracy * Ensure that agreed school policies are followed and understood * Ensure that the school’s positive behaviour policy is consistently reinforced * Ensure that the school’s Racial Equality and Equal Opportunity policies are adhered to at all times * Ensure that through planning and discussion effective use is made of any additional adult support in the class in order to promote children’s learning * Liaise and meet with parents wherever appropriate, and attend parent consultation evenings * Provide regular written reports as part of the required professional role * Attend weekly staff meetings * Ensure that the school’s Health & Safety procedures are followed and adhered to at all times * Lead an area of the curriculum which engages children in their learning |
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| **Additional standards for Early Years Foundation Stage** |
| * Take account of pupils’ needs by providing structured learning opportunities and particularly the foundations for Literacy and Numeracy * Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively * Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning * Ensure that there are appropriate opportunities for the development of children’s learning through a daily outdoor curriculum * Ensure that planning and assessment in Reception are clearly linked to the Early Years Curriculum and that the Early Learning Goals are thoroughly understood * Ensure that planning and assessment in year 1 build on the foundations set in the EYFS curriculum |
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| **Benefits of working for West Herts Community Free School Trust** |
| * Opportunity to shape the curriculum of a newly opened Free School that has the power to innovate * Take an active part in building the whole team * Select the resources required for effective teaching and learning * New or refurbished working environment * Outstanding CPD opportunities * Subsidised Masters programme * Dedicated training programme * Dedicated planning and prep time * A well-being package for all staff |