

# ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL

## Job Description

Date: September 2023

**Post: TEACHER / SUBJECT LEADER (SUBJECT TBA)**

### **Salary Scale: MPS**

This appointment is with the governing body of the school as employer under the terms of the Southwark Diocesan contract. It is also subject to current conditions of employment of school teachers, contained in the School Teachers' Pay and Conditions Document, other current educational and employment legislation and the school's Articles of Government.

### **Exercise of general and particular duties**

The teacher shall perform, in accordance with any directions which may reasonably be given to him/her by the headteacher from time to time, such particular duties as may reasonably be assigned to him/her.

### **PROFESSIONAL DUTIES**

The following duties shall be deemed to be included in the professional duties which the teacher shall be required to perform:

#### **1. Teaching**

- (a) Planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupil, in school and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of pupils; in each case having regard to the curriculum for the school.

#### **2. Other Activities**

- (a) Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her;
- (b) making records of and reports on the personal and social needs of pupils;
- (c) communicating and consulting with parents of pupils;
- (d) communicating and co-operating with persons or bodies outside the school;
- (e) participating in meetings for any of the purposes described above.

#### **3. Assessment and reports**

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

#### **4. Appraisal**

Participating in any school arrangements within an agreed national framework for the appraisal.

#### **5. Review: further training and development**

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) participating in arrangements for his/her further training and professional development as a teacher.

**6. Educational methods**

Advising and co-operating with the headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**7. Discipline, health and safety**

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**8. Staff meetings**

Participating in meetings at school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**9. Cover**

Within the terms of the Conditions of Employment of School Teachers, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

**10. Management**

- (a) Contributing to the professional development of other teachers and non-teaching staff, including the induction and assessment of newly qualified teachers and of students undertaking school practice;
- (b) co-ordinating or managing the work of other teachers;
- (c) taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**11. Administration**

- (a) Participating in administrative and organisation tasks related to such duties as are described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials;
- (b) registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**12. Religious education and worship**

- (a) Attending, taking part in and leading acts of worship;
- (b) Having regard to the Church of England character of the foundation of the school.

**SPECIFIC RESPONSIBILITIES – for teachers of M2 and above:**

In addition to the professional duties outlined above you are required to undertake the following responsibilities:

1. To carry out the role of subject leader (subject/s to be advised) as defined below.
2. to assist in the management of the agreed internal budget for the above areas in consultation with the other subject leaders / headteacher.

**RESPONSIBILITIES / ROLE OF SUBJECT LEADER:**

- To provide professional leadership and management for assigned subject/s within the school,
- to secure high quality teaching and learning,
- to secure effective use of resources,

- to secure improving standards of learning and achievements.

## **A STRATEGIC DIRECTION & SUBJECT DEVELOPMENT**

1. To work with colleagues to develop and implement policies and practices for the subject, within the context of the school's aims, taking into consideration multi-cultural issues, Equal Opportunities, Personal Social and Health Education and Special Educational Needs.
2. To review the curriculum area and to establish short, medium and long term plans for the development and resourcing of your subject, as part of the SMDP in consultation with the Headteacher.
3. To establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
4. Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
5. To liaise with other subject leaders to ensure an awareness of cross-curricular issues and ICT applications.

## **B TEACHING & LEARNING**

1. To ensure curriculum coverage, continuity and progression for the range of the children's abilities.
2. To monitor and evaluate teachers' forward curriculum plans to see that teaching objectives are clear.
3. To provide guidance to colleagues on assessing, recording and reporting children's progress.
4. To help evaluate the teaching of the subject in the school and provide 'feedback' to colleagues.
5. To ensure that information about pupils' achievements in previous classes and schools is used effectively to ensure good progress in the subject.
6. To monitor and evaluate children's progress and achievement across the Foundation & Key Stages.
7. Promote partnership with parents to involve them in their child's learning of the subject.
8. To assist the headteacher to develop effective links with the local community to enrich the curriculum, establishing links with industry where appropriate.

## **C LEADING & MANAGING STAFF**

1. To be aware of current developments in your area of responsibility at both local and national level, and to motivate staff.
2. To identify staff training needs and to organise or lead professional development.
3. To work with the SENCO and to liaise with the other subject leaders as necessary.

## **D COMMUNICATION**

1. To support and encourage all staff, helping them to develop confidence and competence in your area.
2. To discuss the area of responsibility at staff, governors' and parents' meetings and workshops.
3. To inform newly appointed colleagues of school policy in your area.
4. To liaise with outside agencies e.g. educational psychologist & other schools/staff where necessary.

#### **E MANAGEMENT OF RESOURCES**

1. To establish resource needs, ie, the provision and availability of teaching materials and advise the headteacher / SMT of priorities for expenditure.
2. To manage the organisation, monitoring and maintenance of learning resources, including ICT.
3. Help to create a stimulating teaching environment for your subject, through the use of display.
4. Ensure that there is a safe working and learning environment in which risks are properly assessed, (please refer to the school's Health and Safety Policy).

#### **F. PROFESSIONAL DEVELOPMENT**

1. To keep up to date with the latest developments, through reading and by attending appropriate INSET courses, and to report back to colleagues.
2. To lead staff discussions and workshops.
3. To liaise with advisors/inspectors.
4. Liaison with other curriculum subject leaders to promote a cross-curricular approach where appropriate.

#### **TO WHOM RESPONSIBLE:**

Curriculum Subject leaders in their particular areas, the Deputy Head and the Headteacher.

This job description may be amended at any time after discussion with you.