



Job description: class teacher and year leader

Name:

Salary: TLR 2a

Responsible to: the Deputy Principal or Assistant Principal; Principal

Responsible for: Exemplar practice; leading a year group or nursery and performance managing support staff

General duties

The education and welfare of a designated class of pupils, in accordance with the requirement of Conditions of Employment of School Teachers, having due regard to the requirements of the:

- National Standards for Qualified Teachers;
- National Curriculum;
- School's aims, objectives, key priorities, core values and schemes of work;
- Policies of the Governing Body.

To share in the corporate responsibility for the well being and discipline of all pupils.

Main Activities and Specific Responsibilities

- To organise, manage and develop a resource based teaching/ learning environment that provides opportunities for independent learning and the development of autonomy for all pupils in the group.
- To foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
- To set high standards of achievement and demonstrate excellent results and outcomes.
- To ensure that accurate, regular assessment (in accordance with school policy) is carried out and that assessments inform future planning.
- To be aware of the individual needs of the pupils and to match activities and situations to meet these needs.

- To work as a member of the staff team in ensuring the delivery of whole-school policies and keep abreast of current developments and good practice in Primary Education.
- To support the ethos of the school and to contribute to the general well being of all the members of the community: pupils, parents, colleagues, governors and all others involved.
- As a leader in our community, to set appropriate standards of dress, language and behaviour.
- Nursery Leader to administer home visits.
- To respond to such reasonable requests as are made by the Principal of the school.

Characteristics of a class teacher at West Drayton Academy

Professional Knowledge

- Secure knowledge of the curriculum (National/EYFS) and effective assessment practices.
- Challenges pupil thinking, learning attitudes, understanding and independence.
- Plans effectively according to school's policy.
- Uses appropriate methods and strategies.
- Manages pupils' behaviour effectively – according to school policy and procedure.
- Uses assessment according to the school's policy and procedure to inform teaching.

Professional Ability

- Sound understanding of children and how they learn.
- Reflects and researches own practice to support professional and personal development.
- Is a learner and therefore keeps up to date.

Interpersonal Skills

- Is flexible and adaptable;
- Has good time management;
- Is a good listener;
- Has the ability to empathise;
- Can work well in a team;
- Is well organised and can organise others;
- Is creative, enthusiastic, dynamic, sensitive and motivates;
- Has the ability to take risks in order to challenge pupils;
- Develops and maintains good professional relationships with colleagues, parents and external agents;
- Maintains confidentiality.

We expect the following qualities of teaching from our teachers:

They should:

- Be able to play a positive role in the decision-making process in the school
e.g. Discussions of aims, philosophy, curriculum maps, policy statements, schemes of work.
- Have a secure knowledge and understanding of the subjects they teach.
- Set high expectations so as to challenge pupils and deepen their knowledge and understanding
- Plan effectively to meet the needs of all pupils.
- Employ methods and organisational strategies which match curricular objectives and the needs of all pupils.
- Use time and resources effectively.
- They should manage pupils well and achieve high standards of behaviour.

- Assess pupils' work thoroughly and constructively, and use assessments to inform learning and teaching.
- Communicate effectively.

Leadership responsibilities

To have leadership responsibility - in accordance with the National Standards for Subject Leaders and whole school policies and to lead aspects of the Academy Development Plan

- To lead a year group or nursery in raising standards and improving aspects of learning and teaching.
- To ensure that the statutory frameworks are fully implemented and that all welfare requirements are met.
- To lead the implementation of school policies and plans.
- To attend year group leadership meetings and disseminate outcomes to year group colleagues.
- To model policy into practice.
- To work within agreed terms of reference for year group leaders.
- To attend courses and keep informed of current developments and to disseminate to staff.
- To play a full part in the implementation of the Academy Development Plan.
- To support staff in achieving targets from the Academy Development Plan.
- To report on progress to the line manager.
- To act as a role model for other staff.
- To lead planning and demonstrate exemplar practice.
- To contribute to evaluations of whole-school ethos and quality of relationships.
- To play a major role in exemplifying the ethos of West Drayton Academy in terms of:
 - Relationships;
 - behaviour management;
 - professional example;
 - communication.
- To lead year group colleagues as required by the ADP and school priorities.
- To performance manage support staff or act as a mentor for students as required

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

March 2019