Class Teacher + TLR

Job Description

**Main Scale Teacher – Class Teacher**

The job description should be read alongside the range of professional standards for Qualified Teachers. The post holder will be expected to undertake duties in line with the professional code of the General Teachers Council for England.

**TLR Leader**

The post holder will lead a key area within the school, and contribute to initiatives to improve/develop the school. The post holder is accountable to the Headteacher. In our school TLR Leader posts can be agreed to meet the changing needs of the school.

**Main Responsibilities**

* Pupils: The pupils in your class
* Staff: Learning Support Assistants in your class
* Curriculum: To deliver the school’s curriculum
* Ethos: To support and drive the vision and values of the school

**TLR Responsibilities**

* To lead on, and be accountable for a key area within the school. The area may change as school needs change.
* To lead items on staff meeting agendas related to the area of responsibility.
* To prepare documents for governor’s meetings related to the area of responsibility, and sometimes present those items.
* To lead by example as a teacher/leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching
* To respond to issues raised by pupil, staff or parents, with support from the Leadership Team.
* When required, lead the professional development of all staff through example, coaching, peer support and target setting.
* Contribute to the audit of staff development and training needs and the provision of effective INSET.
* Take the role of mentor to new staff when the need arises.

**Performance Measures**

* To show that all pupils make best progress given their starting points
* To show that all pupils in your class are well-managed and supported
* To show that pupils enjoy the learning they do in your class
* To show that you are helpful and supportive to parents/carers

**TLR Leader Responsibilities**

* To take pride in the work you are accountable for.
* To complete TLR Leadership tasks, in a timely manner.
* To support the school in meeting the targets of the school development plan.
* To work beyond typical school hours, on occasion if the need arises.
* To identify ways in which the school can be improved.

**Main Duties Teacher**

* Teaching and managing pupil learning
* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time
* Use teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources
* Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* Following and implementing school policies and procedures.
* Play an active role in the general life of the school
* Carry out supervision duties as appropriate
* Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
* Assess how well learning objectives have been achieved and use this assessment for future teaching.
* Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress.

**TLR Leader**

* Attend Leadership Team meetings as required, and report back to staff when necessary.
* Be a strong advocate for change and champion school improvement.
* Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
* Establish good relationships, encourage good working practices and support and lead teachers.
* Plan, organise and chair meetings as appropriate in order to ensure school policies and practices are being implemented.
* Celebrate pupil achievement and promote the values of the school through the planned leadership of assemblies.

**Planning and Setting Expectations/Pupil Achievement**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning.
* Set clear targets for pupils' learning, building on prior attainment.
* Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support and keep records.
* Identify high ability/gifted pupils and implement strategies to stretch their learning.

**Manage Own Performance and Development**

* Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and leadership.
* Evaluate their own teaching critically and use this to improve effectiveness.
* Improve your practise by responding appropriately to feedback from lessons observations, training and performance management.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher/middle leader is expected and required to perform and complete the particular duties as set out above.

***For Class Teacher Personal Specification (see below)***

Class Teacher Personal Specification

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| --- | --- | --- | --- |
| **Essential Criteria** | **Met** | **Desirable Criteria** | **Met** |
| **Qualifications**   * Qualified Teacher Status * Experienced teacher |  | * Experience of leading in some capacity. * Evidence of further professional development. * Further qualifications * Experience of being involved with KS2 SATs. |  |
| **Experience**   * Successful teaching in appropriate year groups. * Able to create a happy, challenging and effective learning environment. * Understanding of safeguarding and child protection procedures. * A thorough understanding of what constitutes effective teaching and learning in primary education. * An understanding of effective monitoring, evaluation and assessment. * Understand when and how to seek advice and support. * Adaptable and resourceful to meet new challenges. * Be creative and inspirational with high expectations of pupils. * ICT confident or competent. |  | * Experience of modelling good practice for other teachers. * Experience of teaching in more than one school. * Knowledge of any/all of the following: Destination Reader, Read Write Inc, White Rose Hub or Target Tracker. * Experience of working with/ or developing links with parents and other outside agencies. |  |
| |  |  | | --- | --- | | **Skills**   * Well-developed interpersonal skills. * Able to communicate effectively orally and in writing to a range of audiences. * Able to plan, organise and prioritise. * Able to manage good communications systems. * The ability to enthusiastically and loyally promote the school’s vision through behaviour, words and actions. * The ability to make decisions in consultation with staff, governors, parents and the wider community as appropriate. * The ability to be proactive. * Have a flexible and positive approach to challenge and change. * Competent use of ICT for assessment and as a professional tool. |  | |  |  |  |

Millbrook Park Church of England Primary School are committed to safeguarding, inclusive practice and equal opportunities for all. All job offers will be subject to successful DBS and reference checks.

**References will be taken out prior to interview.**