# Primary School Job Description

**Name:**

**Post:** Class teacher / **Phase leader**

**Salary:** Qualified Teacher’s Pay Spine plus Teaching and Learning Responsibility

**Responsible to:** Headteacher and Deputy Headteacher

**Responsible for:** Standards of teaching and learning in **Phase area**

**Line Management of:** All staff who plan **Phase area**

Duties: The School Teachers’ Pay and Conditions Document describes duties which may be required to be undertaken by teachers in the course of their employment. In addition certain **particular duties** are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

**As Class teacher:-:**

1. Take responsibility for a class as directed by the Headteacher.
2. Adhere to all school policies as agreed by the Governing Body.
3. Under the leadership of the phase leader, take an active part in meetings to discuss and plan the work of the classes within the Year in accordance with National Curriculum or Trust guidelines.
4. Implement lesson plans giving due consideration to the individual abilities and aptitudes of the pupils.
5. Maintain a positive, creative learning environment consistent with the school’s teaching and learning policy.
6. Provide displays that give colour interest and information and reflect a purposeful approach.
7. Maintain such records as agreed with the Headteacher and as appropriate to the needs of the school.
8. Maintain close links with the parents of the children in his/her care and promote a

positive home-school relationship.

1. Maintain discipline based on high expectations, responsibility and sensitive

control implementing the school’s positive behaviour management and merit policies.

1. Be involved in Inset training based on teachers’ own perceived needs and as required by agreement with the Headteacher.
2. Attend all meetings as agreed under the terms of the directed time budget.
3. Having attained fully qualified teacher status take responsibility for an area / subject as outlined in **"Particular Duties"**

# The role of phase leader

* The post holder is accountable for the standards of teaching and learning for **Phase area**
* To lead and manage pupil developmentacross **Phase**
* The post holder will lead develop and enhance the teaching practice of staffrelating to **Phase**
* The post holder will support and promote the areas of development outlined in the school improvement plan
* The post holder will ensure that pupils are involved in challenging work, which is relevant to them.
* They will also establish high levels of expectation in pupil achievement and behaviour.

# Particular Duties: Leader for Phase

# To be responsible for:

1. Ensuring that as far as possible, the team’s working area is pleasant, well organised and stimulating.
2. Establishing high standards of social awareness and behaviour based upon good relationships between teachers, teachers and parents, teachers and children and between children themselves.
3. Co-ordinating the work, within the team, according to the agreed policies and practices of the school.
4. Set an example of good professional practice and act as a resource by giving support to members of the team and fostering co-operation, confidence and goodwill.
5. Participating in the management structure of the school, representing the needs of the team and helping to formulate school policies and initiatives.
6. Creating opportunities, which encourage the development of teaching skills and expertise and to share responsibility in a manner that allows colleagues to gain experience of management.
7. Ensuring the participation of each member of the team in formal and informal discussions.
8. Leading the preparation and submission of long medium and short term plans
9. Monitoring and evaluating the effectiveness and relevance of curriculum documents concerning current educational developments.
10. Ensuring effective record keeping within the team to enable the monitoring of

individual children.

11.Monitoring the work of pupils in the year group to ensure consistency and

attainment of standards.

12 Evaluating the teaching of team members to ensure pupils achieve an

appropriate standard of work.

1. Setting appropriate targets for pupil attainment based on assessment of moderated work.
2. Providing an annual **phase** development plan to be incorporated in the school development plan.
3. Be responsible for spending the **phase** budget adhering to the principle of best value and ensuring spending limits are not exceeded.

# These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

**Date of issue**

**Signed Headteacher**

**Signed Post Holder**