**Job Description for Experienced Teacher with Teaching and Learning Responsibility payments**

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| **Job Title:** Subject co-ordinator in Science | **Location:** Nansen Primary School |
| **Responsible to:** Headteacher |

**This job description is not intended to be exhaustive and sets out the general scope and purpose of work and typical duties and responsibilities you will be required to undertake. It may be reviewed from time to time to meet the changing circumstances or requirements of the Organisation.**

**Job purpose:** To assist the head teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to take particular responsibility for a subject across the school.

**Main responsibilities**

**PROFESSIONAL DUTIES**

* To undertake the duties and responsibilities of a classroom teacher as required by the head teacher (see extract from School Teachers’ Pay and Conditions Document).
* To lead, manage and develop computing and make an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils.
* To lead, develop and enhance the teaching practice of other staff.

**LINE MANAGEMENT - RESPONSIBILITY TO AND FOR**

* Required by the School Teachers’ Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school.
* Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher.

**CONDITIONS OF EMPLOYMENT**

* The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers’ conditions of employment.

**SPECIAL CONDITIONS**

* A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers’ Pay and Conditions Document.
* The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skills and judgement.

**REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

* Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Mobility**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 16.01.2020** |

**Person Specification**

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| **Job Title: Subject co-ordinator in Science** | **Salary:MPS/UPS with TLR payment** | **Location: Nansen Primary School** |

**The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **ESSENTIAL CRITERIA** | DESIRABLE |
| **KNOWLEDGE** | * Complete curriculum coverage – up-to-date knowledge and the relationship of the specialist subject to the whole. * Assessment, recording, monitoring and reporting. * To recognise high quality teaching and learning and the strategies for achieving it. |  |
| **EXPERIENCE** | * Varied teaching experience * Analysing and interpreting data to inform teaching methods * Monitoring progress, evaluating impact and taking action to improve teaching and learning * Leading professional development through example and support * Supporting the teaching and learning of others so that it is good or better | * Have a positive problem solving approach * Team Leader for Performance Management * Experience of leading a curriculum area or a phase group * Experience of working in a multi-cultural setting |
| **SKILLS** | * Setting high expectations and targets for pupils’ achievement. * Being an exemplary role model. * Communicate effectively orally and in writing with parents / governors / stakeholders * Ensure curriculum coverage and continuity for all pupils in phase * Establish clear expectations and constructive relationships. * Develop and encourage team working with mutual support. * Lead provision of high quality CPD by methods such as coaching, mentoring – drawing on other sources as appropriate * Create a climate which enables staff to develop and maintain positive attitudes towards teaching and learning * The ability to set clear expectations and parameters and to hold self and others accountable for performance * Objectivity in assessing own and others strengths and areas for development and ability to assess these accurately * Commitment to equal opportunities and inclusion * Ability to identify, plan and implement relevant school improvement priorities * Ability to communicate effectively * Evidence of employing a range of possible behaviour management strategies |  |