

Job Description

Job Title	Lead Teacher
Responsible to	Head Teacher (Primary)
Reports to	Achievement and Progress Leader
Job Purpose	The Lead Teacher will work alongside the Achievement and Progress Leader (APL) to ensure day to day management of the curriculum, teaching and learning is efficient and meeting the needs of the children. They will act as a role model for good practice in their year group(s).
Points of Responsibility	L2 – for a period of 1 year

Main Responsibilities

- Develop excellent practice within and beyond the team through modelling, coaching and team teaching.
- Lead team planning sessions to ensure high standards are reached by all.
- Take a lead responsibility in their year group for the welfare, care, guidance and support of children.
- Promote the smooth running of the school and ensure school issues are managed effectively.
- Ensure Teaching Assistants are correctly briefed and deployed.
- Assist to organise evenings/workshops for parents and staff as necessary.
- Maintain resources and renew, as necessary, within the budgetary allowance.
- Monitor and evaluate the provision of the Key Stage One or Key Stage Two curriculum and report areas of strength or development to the APL.
- Act as a role model for best practice. Work in tandem with the APL to ensure school policy and procedures are implemented and change is managed effectively.
- Ensure progress and standards are monitored with the support of the APL.
- Support and advise staff in their year group team on curriculum developments and report any associated staff development requirements to the EMT.

- Advise their team on aspects of Teaching and Learning and lead INSET and joint planning meetings as appropriate.
- Monitor the subject work and information exhibited for their team ensuring that suitable material is on view.

Any review as part of a Performance Management Review will be done against this job description

This job description is subject to review and amendment by the Principal in the light of changing needs of the school, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

Last Reviewed / Updated: 24th May 2018