

# LYNGFORD PARK PRIMARY SCHOOL

HEADTEACHER: MRS S LOADER  
BIRCHAM ROAD, TAUNTON, SOMERSET TA2 8EX  
TEL: TAUNTON 284912

E-mail: [sch.339@educ.somerset.gov.uk](mailto:sch.339@educ.somerset.gov.uk)

Safeguarding Lead: Mrs S Loader

Deputy Safeguarding Leads: Mrs K Barratt & Mrs C Furniss

*"Inspiring all to be the best they can be ..... inspire to aspire"*

22 January 2019

## Teacher Job Description

**Everyone who works at Lyngford Park Primary School has the responsibility for promoting the safeguarding and welfare of children**

Post **Main Professional Grade Job description with Leadership of Area of Responsibility**

### **Part 1**

You are required to carry out the duties of a school teacher as defined in the 'School Teacher's Pay and Conditions' document, including meeting all of the Teacher standards.

### **Part 2**

The post requires you to teach pupils in the age range 2 ½ -11 as directed by the Head teacher. It is expected that you will be an effective member of the school team, that your classroom and teaching practice will reflect the school philosophy and policies, and that you will assist in achieving the effectiveness of the agreed aims relating to the curriculum and organisation of the school.

### **Part 3 General responsibilities and leadership areas**

Being responsible for leading an area of school or subject, and in consultation with the Head teacher, the deputy Head teacher and other members of staff, you will be accountable and responsible for the monitoring of standards of teaching and learning in your area or subject leadership role. This will include:

- Being responsible for assessment and tracking of pupils in your area of responsibility, if appropriate
- Ensuring that all pupils have equal access to your area or subject, including those with vulnerabilities
- Being responsible for producing and monitoring an action plan that has a direct link to the School Improvement Plan (SIP) and school evaluation
- Being responsible for reporting to the Governing Body and Curriculum sub-committee when required
- Be responsible for monitoring standards of teaching and learning, if applicable, in their subject area in accordance with the school improvement plan priorities, by collating evidence of practice across school

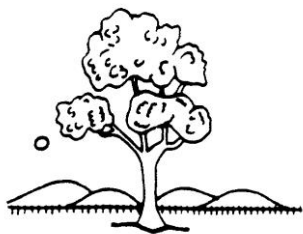
***"Quality and consistency in teaching has resulted in improvements in pupils' progress"***

***"Staff nurture and challenge pupils to help them achieve their best"***

Ofsted 2017



School Website: [www.lyngfordparkprimary.co.uk](http://www.lyngfordparkprimary.co.uk)



# **LYNGFORD PARK PRIMARY SCHOOL**

HEADTEACHER: MRS S LOADER  
BIRCHAM ROAD, TAUNTON, SOMERSET TA2 8EX  
TEL: TAUNTON 284912

E-mail: [sch.339@educ.somerset.gov.uk](mailto:sch.339@educ.somerset.gov.uk)

Safeguarding Lead: Mrs S Loader

Deputy Safeguarding Leads: Mrs K Barratt & Mrs C Furniss

*"Inspiring all to be the best they can be ..... inspire to aspire"*

- Being responsible for creating and updating a policy which determines the direction of the area or subject
- Being expected to ensure that Computing is integrated in to the area or teaching of your subject
- Being expected to keep up to date with best practice
- Keeping colleagues informed of professional developments in your subject by sharing skills, information and good practice
- Being required to identify training and development needs in relation to your area or subject
- Being responsible for guidance and the management of resources
- Promote your area or subject by keeping an updated section on the school's website

## **Part 4 Specific responsibilities for teachers on the Upper Pay Scale**

- To maintain high standards of teaching and learning, and to model good practice, with some outstanding practice evident
- To be responsible for raising standards of teaching and learning across the school
- To offer support and guidance to colleagues with regards to teaching and learning, including acting as a mentor or coach for colleagues
- Pilot and develop teaching and learning strategies in your subject area
- To lead whole staff training where necessary
- To create and foster strong community links, utilise expertise and promote parental participation
- To develop good network links for your area of responsibility (which may include LA consultants, LAP members, etc.)
- To disseminate good practice, course information and resources to colleagues
- To act as an Appraisal Leader for a group of support staff

## **Part 5 Specific responsibilities for Assistant Head Teachers/Senior Teacher.**

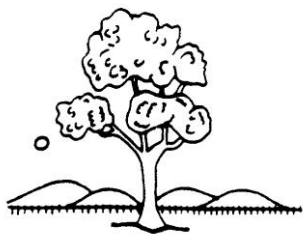
- Take a lead role in the performance management process of teachers.
- To work with SLT to produce, monitor and evaluate the S.I.P in consultation with other stakeholders.
- To be accountable to the governing body for reporting on standards in areas of responsibility
- To monitor quality of teaching and learning across school
- To monitor pupil progress on a termly basis with identified staff.
- Attend leadership meetings
- To work collaboratively with all members of the SLT to drive the school forward.

***"Quality and consistency in teaching has resulted in improvements in pupils' progress"***

***"Staff nurture and challenge pupils to help them achieve their best"***

Ofsted 2017





# **LYNGFORD PARK PRIMARY SCHOOL**

HEADTEACHER: MRS S LOADER  
BIRCHAM ROAD, TAUNTON, SOMERSET TA2 8EX  
TEL: TAUNTON 284912

E-mail: [sch.339@educ.somerset.gov.uk](mailto:sch.339@educ.somerset.gov.uk)

Safeguarding Lead: Mrs S Loader

Deputy Safeguarding Leads: Mrs K Barratt & Mrs C Furniss

*"Inspiring all to be the best they can be ..... inspire to aspire"*

- To act as Line Manager for a significant group in the school, for example, Key Stage, Associate staff, etc.
- To support or mentor NQTs, trainee teachers and any colleagues new to the key stage.
- To provide professional and emotional support for staff within their key stage.
- To work closely with the Head Teacher and deputise for, in their absence.

## **Part 6 Specific responsibilities for Deputy Head teacher**

- To work closely with Head teacher and deputise for, in their absence
- To work closely with the Head Teacher to maintain an accurate assessment of the quality of teaching across school.
- To hold overview of pupil progress across school, provide analysis for the Head & Governors and to lead Pupil Progress Meetings regularly through the year.
- To support the Head teacher with the financial management of the school.
- To act as Mentor for NQTs
- To be a designated person for Looked After Pupils.
- To have overall leadership of student and work experience placements
- To maintain and develop innovative and creative teaching and learning practices across the school.

### **N.B**

The elements contained within this job description are subject to amendment, after consultation, on an annual basis or as the needs of the school change

***"Quality and consistency in teaching has resulted in improvements in pupils' progress"***

***"Staff nurture and challenge pupils to help them achieve their best"***

Ofsted 2017



School Website: [www.lyngfordparkprimary.co.uk](http://www.lyngfordparkprimary.co.uk)