



Pirton Hill Primary School

JOB DESCRIPTION

Title: English Leader / Class Teacher

Responsible to: Member of the Senior Leadership Team

Grade: MPR/UPR + TLR2c

PURPOSE OF POST:

The post holder has a teaching commitment and will contribute to the School Improvement Plan, supporting the ethos, aims and vision of the school and will work with staff to develop the curriculum and raise attainment.

This post is part of the leadership team as a middle leader.

Principal Responsibilities:

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching in a designated year group. The teacher will contribute to and lead the development of the curriculum across the school.

Responsibilities will include:

1. Assisting in whole school, year group and lesson planning which meets the needs of all pupils
2. To lead and develop English, promoting a culture of continuous improvement, which leads to increased standards in learning and teaching, and accelerated progress of all pupils. This will include:
 - a. developing and embedding an innovative, evidence based and creative vision for English.
 - b. leading the professional development of all staff through INSET, coaching, mentoring, peer support and target setting.
 - c. managing and maintaining a rigorous system of monitoring the quality of teaching and learning in English across the school (*including data analysis, observations, work and planning scrutiny, pupil interviews*) and devising related action plans.
 - d. auditing, managing and organising subject resources and identifying additional resources required to further improve standards in learning and teaching for all children.
 - e. being involved in the constant development of the school library, reading scheme and other provisions / resources, as appropriate.
 - f. developing strategies to actively engage parents in their child's learning, particularly in English
3. Monitor and analyse pupil progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.
4. Support the school's pastoral system, within the year group, class and with individual pupils.

5. Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE/ITT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.
6. Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class.
7. To stay keep abreast of developments in pedagogy in teaching, learning and assessment, with a particular focus on English, as well as national and local subject requirements.
8. To develop, monitor, review and evaluate the effectiveness of the English policy, action plans and practice (*in line with the school vision and values*) – reporting to the headteacher and Governing Body, as required.
9. Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Comply with school policies and procedures in areas such as assessment, marking, behaviour management, and communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, and parental events.
10. Ensure personal professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others.
11. Any other duties as directed by the Headteacher.

Working Environment: There may be a requirement to deal with bodily fluids and vomit when children are unwell.

CONTEXT: All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it is essential when making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

CVs will not be accepted for any posts based in schools. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).