

<b>Job title:</b>	Teacher at Billing Brook School
<b>Salary and grade:</b>	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i>
<b>School:</b>	Billing Brook School
<b>Line manager:</b>	The Headteacher, members of Senior Leadership Team (SLT) and the Governing Body
<b>Supervisory responsibility:</b>	The postholder may be responsible for the supervision of the work of other adults in the classroom relevant to their role and responsibilities.

### **Main purpose of the job**

- Together with the Senior Leadership Team ensure a high standard of provision for all pupils
- To teach groups of pupils across the school as directed
- To plan, prepare and deliver differentiated lessons as required and ensure that each pupil has access to a broad, balanced and relevant curriculum, including the National curriculum and the whole school curriculum, differentiated to meet the needs of the individual
- To manage identified staff within class
- Lead, manage, co-ordinate and develop one or two subjects areas across the school or department
- To be an outstanding classroom practitioner using creative and diverse teaching approaches to meet the needs of all pupils
- To be responsible for the pastoral care of pupils in your class and others, dealing with incidents of behaviour and well being of pupils as required
- To write reports for annual reviews and end of year reports to parents in the school format and at any other time as required.
- To work cooperatively, respecting and valuing contributions from all members of the team
- To work in partnership with parents, carers and other professionals to promote the learning and well being of all pupils
- Actively participate in whole school self evaluation, school development, improvement planning and self assessment
- To take responsibility within the role of the class teacher for the health and safety of pupils, self and colleagues, ensuring safe working practices and working procedures
- To be responsible for promoting and safeguarding the welfare of children and young people within the school and on all off site activities at all times
- To maintain respect and confidentiality in all matters in accordance with school policy and expectation

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In addition carrying out the duties of a class teacher as outlined in the most recent *School Teachers' Pay and Conditions Document*, the post holder will be expected to carry out the following where appropriate:-

### **Leadership and management role**

- Contribute to the vision and ethos of the school
- Lead a identified subject (s) - e.g Music across the school / department
- Liaise with colleagues to contribute, implement and evaluate the success of the school development and improvement plan
- To have regard for the outcomes of Every Child Matters
- To be an effective role model for your immediate team and other staff in terms of teaching, behaviour management and classroom management
- Monitor and review the curricular provision in your classes ensuring:
  - breadth and balance of the curriculum
  - review pupil progress through the analysis of data and ensure the use of information for planning and target setting across the subjects you are working within
  - completion and transfer of records and implementation of all policies
  - differentiation and personalised learning goals are set for pupils
  - quality of learning and teaching with responsibility for improved pupil outcomes
  - engage fully in lesson observation schedules
- To ensure school policies are translated into practice and that you bring to the attention of SLT any which may need revisions, amendments or raise concerns
- To participate in regular department, curriculum and staff development meetings with colleagues
- To take assemblies when required
- To act as a mentor for new staff and visitors to the school if asked
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues in your subject or area of responsibility
- Support and Manage the transition of pupils within the school and individual classes
- To assist in the smooth running of the school at lunch time as part of the duty rota as requested by the Headteacher or other members of the SLT

### **Curriculum responsibility**

- Have a general responsibility for the development of a school approach to your subject or subjects across the curriculum
- Lead and develop your subject(s) throughout the school – including co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice
- Monitor, review and evaluate your subject annually to ensure that it is being effectively delivered throughout the school
- Moderate the subject work through planning scrutiny, peer observations and moderation activities

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- Develop and maintain a whole school approach to your subject and its recording and assessment including the use of appropriate tests, to ensure equal access for all pupils
- Provide the headteacher and/or other relevant staff with relevant subject, curriculum area or pupil performance information
- Be accountable to the headteacher for all delegated curriculum and management tasks.

### **Administrative tasks**

- Manage, monitor and account for any budget for your area.
- Organise and monitor the use of resources, including maintaining an asset/inventory register
- Be responsible for the organisation, planning and evaluation of the school programmes for your subject(s)
- Be responsible for the organisation of all assessment tasks within your teaching commitments and subjects

### **Staff development**

- Lead and participate in staff training and development opportunities as appropriate for your subject and manage an area to promote a whole school approach
- Act as a mentor or consultant to colleagues and encourage collaboration, co-operation and teamwork
- Keep abreast of current developments in your management and/or curriculum areas and disseminate information as appropriate to colleagues

### **Other Aspects**

To play a full and active role in the wider school community

To undertake any duties of a similar level and responsibility as maybe required by the Headteacher

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.