

Classroom teacher with responsibility for whole school literacy Job Description

Reporting to: Curriculum Leader

Liaising with: School leadership team, teaching/support staff, parents

Salary Grade: Main Pay Scale for classroom teachers plus Upper Pay Scale for post threshold teachers where relevant.

General Expectations:

To keep themselves up to date with the current 'Guidance For Safer Working Practice For Adults Who Work With Children And Young People' and to comply with it fully by following school procedure.

To have a belief in the importance of working together with all other staff to develop and implement the school's aims, plans and policies.

To support and contribute to the continuous improvement in all aspects of the work of the school.

To work, represent and promote the school in a manner that enhances the school's ethos.

To contribute to the vision for a specified curriculum area and be committed to a culture of continuous and reflective professional development.

To foster excellent communication skills, both written and oral and demonstrate high competence in the use of ICT, both for learning and administration.

To be committed to positive behaviour management.

To rigorously monitor individual student's attendance in lessons.

To be committed to enrichment activities in support of effective learning.

To be able to work in an inclusive and positive manner and help to promote enjoyment of learning throughout the school.

Responsibilities related to whole school literacy

To oversee the reading testing and intervention programme in school.

To work closely with the SENDCO and SEND team to plan the delivery of intervention and measure impact.

To work with the Senior leadership team and relevant staff to plan and deliver staff development training particularly on teaching reading skills.

To analyse associated data.

To work with curriculum leaders to ensure that reading data is used effectively as part of curriculum planning.

To further develop a culture of reading for pleasure across the school.

Specific responsibilities related to teaching and learning

To be responsible for the development of appropriate syllabuses, resources, schemes of learning, assessment processes and teaching and learning strategies as directed by the Curriculum Leader.

To contribute to the formulation of aims, objectives and strategic plans/Raising Attainment Plans/Development plans and class RAPs.

To plan and prepare lessons that support effective curriculum delivery.

To implement and adhere to school policies and procedures relating to marking, assessment, reporting and recording.

To deliver the curriculum in a manner that meets the needs of individual students by differentiating materials where needed.

To implement and adhere to whole school policies in an effective and professional manner.

Staffing Deployment & Development:

To continue to develop professionally in all aspects of the role through involvement in a range of professional development activities.

To engage in the Performance Management Review process in support of personal professional development.

To ensure the effective and efficient deployment of support within the classroom.

To support the professional development of colleagues to aid their on-going professional development.

To contribute to the establishment of effective working relationships within teams across the whole school.

Student Outcomes:

To implement systems for monitoring student progress, both individual and groups, and to use the data information obtained to improve student outcomes.

To implement an effective and positive approach to behaviour management that supports high quality learning.

To be accountable for student outcomes within classes and groups for which responsibility is held.

To implement an effective process of self-review and self-evaluation, including that based on target setting and analysis of data.

Specific Responsibilities:

To attend all relevant meetings relevant to the post.

To attend parents evenings.

To undertake supervisory duties before school, at break times and after school.

To be on school site by 8.25 and to not leave the school site until 3.10 unless given permission by the Headteacher.

To carry out any other duties as specified by the Headteacher, commensurate to the post.

Responsible to the Headteacher via the Curriculum Leader for teaching subject duties, and the Head of House for Form Tutor duties.

This job description is current at the date shown, but, may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.