

ACADEMIC YEAR 2017/18

JOB DESCRIPTION

JOB TITLE	Leader of Learning for tba
	TLR b (mid range)
RESPONSIBLE TO	Headteacher

General Professional Duties

The teacher will carry out the professional duties of a teacher, as described in the School Teachers' Pay and Conditions Document 2011, 61.1 – 61.16. In addition it is expected that as a practising Catholic you will promote the Catholic ethos, distinctive nature and philosophies of our school ensuring they are maintained and nurtured. You will uphold St. Joseph's Catholic School polices and codes of practice. Certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. To follow and promote safeguarding.

Particular Duties

1. Class teacher – tba
2. Leader of Learning for tba
3. Phase Co-ordinator: To be followed in line with the school phase co-ordinator role definition and responsibilities.
4. Curriculum improvement and monitoring team member
5. Management Responsibilities in line with subject and phase co-ordination
6. Organisational Responsibilities:
 - i. Extra Curricula Activities
 - ii. Visual Environment
 - iii. Assemblies
 - iv. Class Masses
 - v. Friends of St. Joseph's Activities

Main Activities Attributable to the Particular Duties

1. Classteacher

- 1.1 To take responsibility for a class of children as set out by the Headteacher.
- 1.2 To be a professional as laid down in the school teachers pay and conditions document as is current and to adhere to the professional standards of a teacher as defined by the DfE through the TDA.
- 1.3 To be a model teacher paying attention to dress code, professional attitudes, punctuality and attendance and deadlines.

2. Leader of Learning (subject to be agreed)

- 2.1 Pursue curriculum co-ordinator effectiveness as defined in the attached role definition.
- 2.2 Ensure good to outstanding attainment and progress within tba.
- 2.3 Undertake any appropriate curriculum responsibilities outlined in the current School Development Plan.
- 2.4 Manage tba and tba budgets to support work in the subject and area and purchase any appropriate resources.
- 2.5 Write an annual subject action plan, (on St. Joseph's format), for the current and following academic years, giving information on how the subject will be managed in that period. Ensure evidence and data are scrutinised to inform actions and that targets are SMART.
- 2.6 Monitor teaching and learning in the areas across all Key Stages and the Foundation Stage, paying particular attention to school policy, schemes of work and the teaching performance and attainment and progress made by the children.
- 2.7 Lead on raising achievement within the tba and tba and assist in the Raising of Attainment Plan.
- 2.8 Lead INSET as required to support staff development in the tba and tba while liaison with the INSET co-ordinator.
- 2.9 Manage the safe storage and organisation of any subject/area related resources stored in public areas around the school. Ensure that store areas are appropriately well resourced and tidy.

3. Phase Leadership

- 3.1 Lead a phase in accordance with the phase role and definition as laid down by the school.
- 3.2 To pursue phase co-ordinator effectiveness as defined in the attached role definition.

4. Member of the Curriculum Improvement and Monitoring Team

- 4.1 To be a member of this team for the purposes of improving and monitoring the school curriculum

5. Management Responsibilities

- 5.1 To lead a phase managing staff as defined in the phase co-ordinator definition.
- 5.2 To write subject reports for the Governing Body and other agencies as required.
- 5.3 To assist the Headteacher and Deputy Headteacher in the management of the science and curriculum assisting in monitoring progress and performance, assuming managerial responsibilities as delegated for the academic year in question, writing the subject/curriculum policy and scheme of work ; contributing to the SEF.

5.4 To assist the Headteacher and Deputy Headteacher in the strategic management of tba and the tba informed through the Curriculum Monitoring Team.

5.5 Ensure all DfE/LA/Diocesan returns are made on time.

6. Organisation Responsibilities

6.1 To support extra curricula activities at lunchtimes and after school as a voluntary contribution towards the life of the school.

6.2 Visual Environment – to liaise with and assist the school’s display co-ordinator to enhance the learning environment with attractive displays of children’s work and other materials.

6.3 Support and lead assemblies on a rota basis.

6.4 Support and lead class Masses as timetabled

6.4 Support the activities of the Friends of St. Joseph’s.

These duties may be varied to meet the changing demands of St. Joseph’s Catholic Primary School at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the teacher is expected and required to perform and complete the particular duties as set out above.

Signed:

Date: