



Caedmon Primary School

Attlee Road, Grangetown, Middlesbrough, TS6 7NA

Tel: 01642 453187

Email: school@caedmon.rac.sch.uk

Headteacher: Mr S. McLean

Post Title	Classroom Teacher and Lower KS2 Phase Leader
Salary	MPS/UPS plus TLR2C (£2613)
Line manager/s	KS2 Phase Leader and the Headteacher
Supervisory responsibility	Lower KS2 teachers and other staff

MAIN PURPOSE OF THE JOB

- Lead and manage the Lower Key Stage 2 Phase.
- To line manage and performance manage identified staff.
- To be an excellent classroom practitioner.
- Have an impact on educational progress across the Lower Key Stage 2 Phase.
- Actively participate in whole school self evaluation and school improvement planning.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect
- At all times, observe proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

APPLICABLE CONTRACT TERMS AND DUTIES

- This job description is to be performed in accordance with the provisions as set out in the current *School Teachers Pay and Conditions Document*.
- Teachers should also have due regard to the Teacher Standards (2012).
- Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school and against their career stage expectation objectives.

RELATIONSHIPS

- The post holder is responsible to the KS2 Leader and headteacher for his/her teaching duties and responsibilities and for teaching tasks.
- The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum, with the aim of improving the quality of teaching and learning in the school.
- The post holder is responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.



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PARTICULAR RESPONSIBILITIES AND KEY TASKS

LEADERSHIP

- Effectively lead the Lower Key Stage 2 team, monitoring the quality of provision in all classes.
- Attend leadership meetings, contributing thoughts and ideas as appropriate.
- Contribute to the vision and ethos of the school.
- Liaise with colleagues to contribute, implement and evaluate the success of the School Improvement Plan.
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management.
- Take a lead in securing and embedding within your phase the pastoral and behavioural support systems present in the school.
- To participate in regular phase meetings with team members.
- To take assemblies where appropriate.
- To act as a mentor for new staff and visitors within your key stage area.
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.
- Support the transition of pupils to and from your phase and within it.

Monitor and review the provision in your phase in terms of:

- Review pupil progress through the analysis of data ensuring information is used for planning and target setting across your phase;
- Ensuring completion and transfer of records and implementation of all policies;
- Quality of learning and teaching with responsibility for improved pupil outcomes, including lesson observations;

TEACHING

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching based on this.
- Differentiate appropriately to build on pupils' prior knowledge.
- Have a clear understanding of the needs of all pupils and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of English, including the correct use of spoken English (whatever your specialist subject).
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions.



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- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect.
- Establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

TEAM WORKING AND COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements



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and well-being using school systems/processes as appropriate.

- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

ADMINISTRATION

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

PROFESSIONAL DEVELOPMENT

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary by responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

OTHER

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed (staff)		Date	
Signed (headteacher)		Date	



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