



## **EDUCATION SERVICES**

### **CLASS TEACHER AND MEMBER OF SLT**

### **MAIN PROFESSIONAL GRADE PLUS MANAGEMENT ALLOWANCE 2**

#### **JOB DESCRIPTION**

##### **AIMS AND PURPOSE OF THE JOB:**

- To support every child to ensure they have the opportunities to achieve, be active, healthy and nurtured, be included, respected and responsible and feel safe
- To play a key strategic role in the success of the school, assisting the Headteacher in the leadership and management of the school in formulating and fulfilling the vision, aims and ethos of the school, establishing the policies of the school through which they are achieved, managing staff and resources and monitoring progress towards their achievement
- To promote inclusion of all young people ensuring that they have equal access to opportunities to learn and develop and to participate in decisions that affect their lives
- To promote a love of learning, intellectual curiosity and a growth mind-set
- To promote active and independent learning that enables young people to think for themselves and to plan and manage their own learning
- To model and facilitate a high quality learning experience which provides young people with the opportunity to achieve their full potential
- To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to other colleagues
- To lead and work collaboratively with all staff members to drive the progress of learners, promoting high levels of achievement through motivational leadership

- To develop and enhance a culture of team work, in which views of members of the team are valued and taken into account
- To implement and deliver a differentiated and personalised curriculum that engages learners and enables them to make the best possible progress
- Promote and safeguard the safety and welfare of children
- To undertake appropriate professional and supervisory duties which may be required by the Headteacher

#### **LEADERSHIP AND MANAGEMENT:**

- To be a member of the Senior Leadership Team and put into practice decisions made at Leadership Team meetings
- To inspire and lead, taking a leading role in the monitoring, evaluating and reviewing the curriculum in order to promote high standards of achievement attainment and progress for all learners across the school
- To lead and manage the development of whole school initiatives based upon best practice
- To be actively involved in school self-evaluation leading to the review, compilation and implementation of action plans and subsequent priorities for school improvement
- In conjunction with the Senior Leadership Team, to oversee the discipline and pastoral care within the school
- Lead and contribute to a shared school culture, values and aims
- Share responsibility for efficiency and smooth day to day running of the school
- Recognise and celebrate achievement of individuals, their team and the school
- Conduct assemblies on a regular basis
- Take an active role in furthering relationships with parents and the wider community participating in school events and parent meetings
- Take responsibility for the development and leadership of a core subject area in the school in agreement with the Headteacher

- To do or to supervise an extra curricular club to enhance children's experiences and wider opportunities

#### **LEADING TEACHING AND LEARNING:**

- To be responsible for a class
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- To be responsible for curriculum development [initially ] throughout Key Stage One
- To lead and co-ordinate regular meetings and liaise with the other phase leader/s
- To plan, prepare and teach stimulating lessons that are challenging, engaging and have high expectations of all learners
- To implement the Bailiwick of Guernsey Big Picture Curriculum and any required changes as appropriate
- To provide an effective learning environment in accordance in accordance with the school's behaviour policy
- To monitor and assess the achievement of pupils, and to record and report the development, progress and attainment of pupils in accordance with the school assessment policies
- To make use of current technologies to enhance teaching and learning and for the purposes of management
- To implement the SEN Code of Practice
- To ensure that learning support assistants or other adults are used effectively in the classroom

#### **LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:**

- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward
- To lead and contribute to the professional learning of colleagues

- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan, the performance management process and Education Services Policy
- Encourage staff to recognise and develop their talents and potential
- To lead, oversee and undertake the performance management of teachers and learning support assistants, setting and agreeing targets linked to the school development plan and to identify personal professional development needs
- To be well informed of both local, national and international developments which should lead to improvements in learning and attend meetings on behalf of the school and report back to the Headteacher and staff where appropriate

#### **HEALTH, SAFETY AND WELFARE:**

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the policies and procedures of the Education Service and to report all concerns to an appropriate person
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- To commit to uphold the States of Guernsey environmental policies and aspirations for sustainable learning provision

#### **RESPONSIBLE TO:**

The Headteacher

#### **ACCOUNTABLE FOR:**

- Achieving high outcomes for children both within your own class and across the phase
- Leadership and management across the phase [initially KS1] and subject area as agreed with the Head
- Developing parental partnership and engagement within the school community.

The person appointed will be employed by the States of Guernsey and will be based at Castel Primary School.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

**KEY CRITERIA:**

1. A suitable graduate qualification
2. Excellent and committed classroom teacher with a proven record of securing excellent pupil progress
3. Experience of successfully implementing strategies for improving standards which have impacted on school outcomes
4. Experience of leading whole school initiatives that have resulted in positive outcomes for learners
5. Ability to manage the performance of others
6. Proven experience of technologies and ICT for learning and teaching and for management purposes in order to raise standards
7. Evidence of relevant continued professional development
8. Excellent communication and interpersonal skills and proven ability to operate in confidence at all levels
9. Highly effective time management and organisational skills with the ability to prioritise
10. Experience, understanding and skills relevant to the specific responsibilities of the post