



Farnham Green Primary School

Striving for excellence...

JOB DESCRIPTION

Subject Lead/Phase Group Lead - TLR 2B

Job Title: Teaching and Learning Responsibility

Responsible to: Head teacher

Line Managed by: Deputy Head teacher

Purpose of Job

1. To carry out the duties of a schoolteacher as set out in School Teachers' Pay and Conditions 2017 Document.
2. To be responsible and take ownership for leading a subject in order to secure high quality standards of achievement, personal development and well being, leadership and management and quality of provision for all pupils in the school.

Generic Responsibilities

1. To have responsibility and devolved leadership under the direction of the Head teacher for the strategic leadership and management of a phase group.
2. To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying, health and safety, child protection and race equality.
3. To create a climate which enables all staff to develop and maintain positive attitudes.
4. To ensure that the subject complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
5. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
6. To ensure that teachers – through short, medium and long term plans – understand the sequence of teaching and learning
7. To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, pupils with English as an additional language and other learning groups as appropriate and identified.

8. To offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards.
9. To liaise with relevant members of staff including outside agencies,
10. Lead CPD meetings and/or phase group meetings and INSET for the school.
11. To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
12. To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress in consultation with other phase group leaders.
13. To write an annual action plan for phase group development and to monitor and evaluate it against the success criteria on a half termly basis and feedback to the core leadership team. Use evaluation to identify future priorities for phase group development.
14. To maintain an evidence file for inclusion in the SEF, as appropriate
15. To liaise with other members of the School Leadership Team on an on-going basis regarding school improvement and self-evaluation.
16. To allocate, deploy and maintain resources within the phase group to ensure value for money.
17. To maintain effective communication with governors ensuring they are well informed about subject plans, policies and priorities.
18. To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers.
19. To provide guidance and support to staff in their written communications regarding learning and teaching including the annual report to parents.
20. To oversee the behaviour management of pupils in the phase group.
21. To ensure the effective teaching of pupils by overseeing planning, preparation and assessment and by any other appropriate evaluative activity.

Generic Responsibilities - Teaching

1. To be responsible for a group/class of children within the school.
2. To be a committed and active member of the staff team and school community
3. To share the planning within a specified year group and to prepare and evaluate activities in line with school policy and procedure.
4. To monitor the social and emotional needs of the children, and to liaise with appropriate staff and agencies.
5. To maintain effective records of pupil progress, including groups and individual pupils, using tracking procedures, teacher assessment and any other agree system.
6. To ensure the good behaviour of all pupils in the school, supporting whole school procedures.
7. To be committed to the maintenance of high standards and quality of education throughout the school.

8. To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed when deployed to present pupils' work.
9. To meet and inform parents/carers of their children's progress, attitudes, attainment and targets through formal and informal meetings at appropriate times and produce an annual written report in line with school procedures.
10. To promote the vision, aims and values of the school and contribute to their development.
11. To attend staff meetings and briefings and INSET, participating in school policymaking and liaising with key stakeholders.
12. To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities in line with school policy and procedure.
13. To implement all school policies, promoting equal opportunities for all.
14. To undertake any other particular duty reasonably assigned by the Head teacher from time to time.