



## **JOB DESCRIPTION – CLASS TEACHER AND LEAD FOR READ WRITE INC.**

**Position: Class Teacher and Lead for Read write Inc.**

**Reports to: Senior Leadership Team**

**Scale: MPS or UPS with TLR2B**

**Salary: Salary negotiable dependant on qualifications and experience**

We are looking for an inspirational teacher who will make an impact on the outcomes for our children. We are happy to consider UPS Teachers or MPS teachers to ensure we find the right candidate who will fit into our dedicated team. The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

In addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Head teacher.

### **Job purpose**

- To assist the Executive Headteacher and Head of School in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to take particular responsibility for the specified area of responsibility across the school.

### **Professional Duties**

- To undertake the duties and responsibilities of a classroom teacher as required by the Executive Headteacher (see extract from School Teachers' Pay and Conditions Document attached).
- Hold significant responsibilities that is not required of all classroom teachers and that:
  - is focused on teaching and learning
  - requires the exercise of a teacher's professional skills and judgement
  - has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

### **Lead for Read Write Inc.**

In addition to your responsibilities outlined in the Class Teacher job description above, within your core curriculum area you will also:-

- Write an action plan for developing Read Write Inc. in EYFS and KS1 and, where appropriate, in KS2.

- Analyse the Read Write Inc. data for the whole school, reporting on gaps, and next steps for development.
- Monitor the teaching and learning of Read Write Inc. using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and pupils' work and speaking to children about their learning;
- Keep abreast of curriculum developments, ensuring you disseminate, support and monitor best practice across the school;
- Plan and implement strategies to improve teaching where needs are identified;
- Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure;
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans.

### **Line Management – Responsible to and for**

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school, and to report for the purposes of day to day management to the Head of School.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher.

### **General**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism, through your attitude, demeanour and approach (ADA)
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Conditions of Employment**

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

**Special Conditions of Service**

- A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers’ Pay and Conditions Document.
- The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skills and judgement.
- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

**Review and Amendment**

- This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

**Signature of post holder**

\_\_\_\_\_ **Date** / /

**Signature of Executive Headteacher**

\_\_\_\_\_ **Date** / /