

Name: _____

Key Tasks: In addition to the requirements of a Class Teacher;

a) Strategic Direction and Development of the Subject (with the support of, and under the direction of, the head teacher and senior leadership team)

- chair regular faculty meetings, providing an agenda and keeping a record of agreed actions;
- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- work closely with others leading the subject across the Federation;
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop, implement and evaluate an annual action plan for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues within the faculty, analysing work and outcomes.

b) Teaching and Learning

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed way of planning, developed in line with the school development/improvement plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data;
- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
- develop effective links with the local community including parents, business and industry and seek opportunities within the subject for developing children's awareness of British Values;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

c) Leading and Managing Staff

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities, and through work with Phase Leaders
- support year group teams by promoting and researching curriculum events, visits and visitors in the faculty area as appropriate;

- ensure that the executive head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.

d) Effective Deployment of Resources

- support learning and development within the subject by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the Federation leadership by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- take on any additional responsibilities which might from time to time be reasonably determined;
- ensure that developments and strategies within the faculty are well presented on the school website