

# QUEENS PARK LOWER SCHOOL

## JOB DESCRIPTION

### Year Group Team Leader and class teacher

Responsible to: Head of School (Curriculum and Extended Services)

### **The main duties and responsibilities are as follows:-**

To carry out the professional duties of a teacher (who is not a head teacher) as detailed in the School Teacher's Pay and Conditions Document as issued by the DfES.

#### The main tasks central to the job are to:

- lead and develop the Year group team to ensure the highest achievement for all children
- establish a stimulating, well organized and challenging classroom environment to promote independent and collaborative learning
- plan, prepare and evaluate lessons in consultation with colleagues, using agreed policies and documentation
- teach the children in a class according to their educational needs and stage of development
- set individual pupil targets
- assess, record and report on the development, progress and attainment of pupils by on going observations
- lead the continuing development of a core subject across the school in partnership with all staff (TLR 2)
- communicate and consult with parents
- maintain good order and discipline
- safe-guard health and safety at all times
- register the attendance of children

#### Important but not central tasks

- communicating and cooperating within school teams and outside interested bodies
- participating in meetings
- attending assemblies as appropriate
- participating in performance management arrangements
- reviewing methods of teaching and learning, including programmes of work.
- attending training as appropriate

#### Specific Tasks for the academic year 2011-2012

*These will be negotiated with the successful candidate*

*Job descriptions at Queens Park Lower School are reviewed in September each year.*