



Job title: Class Teacher, Head of Department (Primary) – Deputy Lead for Curriculum

Responsible to: Principal

Grade: MPS / UPS: plus TLR 2b (tbc) plus Special Needs Allowance per annum

General responsibilities:

1. The education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work, and school policies.
2. To share in the corporate responsibility for the wellbeing and pastoral care of all pupils.
3. To carry out any reasonable instructions given by the Principal or agreed actions via the Senior Leadership Team.

Specific duties

Leadership and Management

- To ensure the smooth running of the department through liaison with the Senior Leadership Team (SLT).
- To co-ordinate joint activities throughout the department, including leading meetings, curriculum planning and organising timetables.
- To communicate and report to the SLT about developments concerning the department, both curricular and organisational.
- To attend extended SLT meetings and feedback to your department; be the point of contact between teachers and SLT and report on any issues, initiatives and development in your department.
- To take an active part, and corporate role, in the leadership team and work as part of a multidisciplinary team with other professionals, participating in the preparation of the School Development Plan.
- Establish and promote good relationships with parents and carers to improve pupils' learning and development ensuring co-productive approaches.
- To act as deputy for a specific whole school area (Assessment/Curriculum).
- To assist with the deputisation as necessary for Vice Principal or Assistant Principal in their absence.
- To support teachers with the Performance Management/appraisal process for LSAs.
- Appraising teachers within your department as directed by SLT.
- To take part in learning walks alongside SLT.
- To provide in class support for teachers within your department.
- To offer, as part of the schools commitment to inclusion, advice, training and support to mainstream colleagues on the needs of pupils with autism and SLD and to participate in and take a role in school based in-service training (INSET).
- To attend Local Governing Body (LGB) meetings at least once a year to report on your department
- To meet with governors as part of the portfolio visits as recommended by SLT.

- Being clear about the intent behind the curriculum at Dysart, including the sequence of learning as well as cross-curricular learning opportunities for pupils.
- Supporting SLT to ensure that staff within the department can confidently articulate the vision and the intent of the curriculum that their pupils follow.

Safeguarding

Dysart School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Dysart's safeguarding systems among staff under his/her line management.

General notes

(1) Job descriptions are regularly reviewed.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.