



## JOB DESCRIPTION

<b>School:</b> Charlton Primary School	<b>Location:</b> Wantage, Oxfordshire
<b>Job title:</b> Class teacher	<b>Salary range:</b> Main scale/UPS

### Job Purpose

- You will be required to carry out the professional duties and responsibilities of a class teacher (working across different classes) as set out in the current School Teachers' Pay & Conditions Document.

### Main duties and responsibilities

- To plan and prepare lessons in order to deliver the curriculum intent ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils to the next stage of their education
- To ensure effective use of support staff within the classroom, including volunteers.
- To participate in staff development meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To continue professional development, maintaining a portfolio of training undertaken.

- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management/Appraisal review. The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the Vale Academy Trust School Teachers' Pay and Conditions document.

## PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	Qualified teacher status	Evidence of in-service professional development  Subject leadership experience  Specialist teacher knowledge
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.  Understanding of the national curriculum and a range of assessment requirements and arrangements.  Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.  Know the legal requirements, national policy and guidance on the safeguarding of children.	Thorough knowledge and understanding of the National Curriculum.  Know how to use local, national and statistics to evaluate the effectiveness of teaching.
<b>Skills and Abilities</b>	Ability to prepare and plan effectively.  Good organisational skills  Ability to prioritise and management time effectively.  Ability to work as part of a team	Excellent organisational skills

### **KEY ORGANISATIONAL OBJECTIVES:**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with all policies and procedures relating to the safeguarding of pupils.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for all pupils.
- Contributing to the maintenance of a caring and stimulating environment for children.
- Maintaining confidentiality in all matters relating to staff working at school, the pupils and their families and to school business.

### **SAFEGUARDING:**

The Postholder will show commitment to the safeguarding of children and young people; and be familiar with all policies and documents which support the safeguarding of children at Charlton Primary School, and work within the agreed practices:

- Safeguarding Policy
- Whistle Blowing Policy
- Anti-bullying Policy

- Staff Code of Conduct
- E-Safety Policy, including Acceptable Use Policy for Staff
- Dignity at Work Policy
- Behaviour Policy
- Health and Safety Policy and procedures including Risk Assessments

All employees should know who to contact in the school in case of an allegation against a member of staff.

**HEALTH AND SAFETY:**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection etc, reporting all concerns to an appropriate person.

In relation to Health and Safety:

- Co-operate with health and safety requirements
- Report all defects in the Caretaker's Repair Book or inform School Office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues