

## Oak Learning Trust

### Job Description - Class Teacher

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| Name:             |  |
| Responsible to:   | Key Stage Leader/Head of School/Executive Head Teacher |
| Responsibilities: | Class teacher  |

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| <b>General</b>       | <ul style="list-style-type: none"> <li>• To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions documents relating to the Conditions of Employment of Teachers.</li> <li>• To follow procedures are in place to keep children and young people safe.</li> </ul>   |
| <b>Class Teacher</b> | <ul style="list-style-type: none"> <li>• To teach children according to the National Curriculum, schemes of work and policies of the school.</li> <li>• To provide a clear structure and sequence of lessons which maintain pace and motivation for children.</li> <li>• To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives; setting tasks which challenge pupils; setting clear and challenging targets for pupils (including involving pupils in setting their own targets) and identifying pupils who have specific needs.</li> <li>• To deliver lessons that are at least consistently good.</li> <li>• To differentiate activities to meet all children's needs.</li> <li>• To deliver the curriculum using a variety of teaching styles.</li> <li>• To encourage the children to become independent and self-disciplined learners.</li> <li>• To make best use of teaching time by maintaining an orderly classroom and establishing a purposeful learning environment.</li> <li>• To use the outdoor learning environment in all areas of the curriculum.</li> <li>• To plan and organise at least one educational visit or visitor each half term.</li> <li>• To use and keep up to date own ICT skills to teach the school curriculum and schemes of work effectively.</li> <li>• To assess children's work effectively and regularly during and after lessons and to teach children self assessment strategies so they are involved in their own assessment.</li> <li>• To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and SATs where appropriate.</li> <li>• To update school curriculum as well as class and individual assessment record sheets.</li> <li>• To establish a safe and stimulating class room environment which provides evidence of children's work through regularly updated display.</li> <li>• To use ICT effectively to support learning for pupils, groups of pupils and individual pupils.</li> <li>• To contribute to the whole school learning environment by using display to promote and celebrate effective learning</li> </ul> |

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|                                    | <ul style="list-style-type: none"> <li>• To provide a variety of resources through which pupils learn and make good progress.</li> </ul> <p><i>Working together</i></p> <ul style="list-style-type: none"> <li>• To liaise with colleagues about planning and organisation.</li> <li>• To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.</li> <li>• To maximise children's learning potential by establishing positive and caring relationships with children and their families.</li> <li>• To establish links with the community to enable children to learn from direct experience.</li> <li>• To share, through appropriate school procedures, all concerns regarding children or adults.</li> </ul> <p><i>Pastoral</i></p> <ul style="list-style-type: none"> <li>• To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis</li> <li>• To take assemblies on a rota basis.</li> <li>• To share responsibility for implementation of the school's behaviour policy across the whole school at all times.</li> <li>• To identify children causing concern and those with specific needs and to inform the Head of School/SENDCo.</li> <li>• To liaise with the appropriate outside agencies about children with special needs or those causing concern.</li> <li>• To act as a positive role model to the children in behaviour, presentation and attitude.</li> <li>• To have a positive, proactive approach to school and teaching.</li> </ul> |
| <b>Curriculum Responsibilities</b> | <p><i>For teachers with at least 1 year's teaching experience:</i></p> <ul style="list-style-type: none"> <li>• Responsibility, in consultation with the Head of School and in co-operation with colleagues, for the oversight and the development of an agreed curriculum area throughout the school.</li> <li>• To ensure that the school's vision, values and ethos are met through all areas of curriculum responsibility and to support with embedding those values across the school by acting as a role model for them.</li> <li>• To maintain, in collaboration with the Executive Head Teacher/Head of School, and by consultation with all stakeholders, aims and objectives for curriculum area throughout school.</li> <li>• To prepare and update the curriculum and schemes of work for curriculum areas.</li> <li>• To monitor and evaluate, review and subsequently amend schemes of work.</li> <li>• To monitor standards of teaching and learning in curriculum area through lesson observations, scrutiny of pupils' work and staff planning.</li> <li>• To respond to outcomes of monitoring through planning and leading whole staff and bespoke CPD.</li> </ul>  |

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|                | <ul style="list-style-type: none"> <li>• To act as a source of professional advice, to lead and motivate staff in the teaching of curriculum area by keeping abreast of developments in the subjects, disseminating them to staff and leading their implementation in school as agreed by leadership team.</li> <li>• To attend training courses where appropriate and disseminate information to staff.</li> <li>• To organise the purchase of resources based on identified need within school, to monitor their availability and use and maintain an annual audit.</li> <li>• To write the school improvement plan for curriculum area on an annual basis</li> <li>• To undertake other such duties in connection with curriculum area in which the Head of School may, from time to time, require.</li> </ul> |
| <b>Liaison</b> | <ul style="list-style-type: none"> <li>• To develop positive relationships with parents, local schools and the local community.</li> <li>• To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential.</li> </ul>  |
| <b>Other</b>   | <ul style="list-style-type: none"> <li>• To comply with the Trust's policies and procedures.</li> <li>• To comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect yourself and others.</li> <li>• These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time.</li> </ul>  |

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Headteacher \_\_\_\_\_

Post holder \_\_\_\_\_

Date

Date

This job description will be reviewed annually or earlier if required.