

**Oaklands Primary Academy** Tel: 01959 573963

Oaklands Lane, Biggin Hill, Kent TN16 3DN

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Head Teacher: **Miss R E Sharp** BSc QTS NPQH

Deputy Head Teacher: **Mrs R Kushoro** BA (Hons) PGCE MA Ed NPQH

Oaklands Primary Academy is a charitable company limited by guarantee and registered in England and Wales with company number 9712111. The registered office is at Oaklands Lane, Biggin Hill, Kent TN16 3DN

All our staff are committed to safeguarding and promoting the welfare of children and young people

### **Class Teacher Job Description**

***This post is subject to the current conditions of employment of teachers and teachers standards contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and other current educational legislation.***

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

1. To carry out all duties required of a teacher as specified in the current Teachers' Pay and Conditions document and the Teachers' Standards.
2. To be responsible for the classes and groups assigned to you by the Head Teacher.
3. To teach effectively with skill and sensitivity.
4. To plan, prepare and deliver learning experiences appropriate to the needs of the learners in line with the school curriculum. Where it is appropriate to do so planning should take place in collaboration with other staff.
5. To implement all agreed school policies.
6. To record, assess and evaluate each child's progress in accordance with statutory requirements and school policy. To report to parents/carers on their child's academic, social and emotional progress.
7. To ensure the classroom is a stimulating learning environment with well-presented displays linked to relevant class work.
8. To direct the work of teaching assistants, students and other helpers.
9. To be a role model and encourage good relationships with children, parents and colleagues.
10. To contribute to the annual programme of school self-evaluation.
11. To carry out specified actions required by the priorities of the School Development and Improvement Plan. To work in a flexible team each year related to a priority in the SDIP.
12. To be collectively responsible with all other staff, and other agencies, for ensuring the well-being for all children.

13. To undertake continual professional development in order to enhance your role as a teacher in the school.
14. To take part in the agreed procedures for your performance management in the school.
15. To exploit the opportunities to use ICT to support children's learning.
16. To lead and manage curriculum subjects or key areas, such as assessment, as specified by the Head Teacher.
17. To assist with the general welfare, pastoral needs and to support the school's Behaviour Policy.
18. To be committed to ensuring procedures are in place to safeguard children.
19. To undertake any other duties as directed by the Head teacher

ECT's as well as the above:

To engage effectively with their Teacher/School mentor and to reflect & improve as part of their ongoing continued professional development

To maximize the learning opportunities offered by the Academy to ensure successful completion of their ECT year/s.