



Chipping Ongar Primary School

Job Description & Person Specification

Position: Classroom Teacher

Scale:	Main Pay Range / Upper Pay Range
Responsible to:	Headteacher
Contract:	Full time, Permanent

Job Purpose:	To provide for the educational, social, moral, spiritual and cultural development of each individual child in the class allocated for each specific academic year
Duties & Responsibilities:	<p>Teaching</p> <ul style="list-style-type: none"> • Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances, and special events. • Planning and preparing lessons in line with school policies and schemes of work. • Teaching of lessons according to the individual needs of children, having high expectations and setting challenging targets. • Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content. • Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher. • Marking work and providing feedback and next steps to pupils in line with the school Marking and Feedback Policy. • Keeping up to date assessments on the development, progress, and attainment of pupils. • Using assessment to inform planning and ensuring Assessment for Learning is embedded. • Administering assessment tasks and test in line with school policy. <p>Other Activities</p> <ul style="list-style-type: none"> • To contribute to, and promote the positive ethos and culture of the school. • Comply with, support and promote all school policies and procedures, particularly those relating to Child Protection, Single Equalities, Racial Equality, Health, Safety and Security, Confidentiality, Behaviour, Data Protection and reporting concerns to the Headteacher. • To ensure that all pupils have equal access to all school opportunities to learn and develop. • To provide advice and guidance to pupils and parents on educational, emotional, behavioural, and social matters in line with school policies and in consultation with the Headteacher, Deputy Headteacher and members of the Leadership Team. • Communicate and co-operate with other agencies to support the educational. • Development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.



	<ul style="list-style-type: none"> • To inform the Headteacher immediately of any concerns regarding a pupils' welfare. • To communicate and consult with parents of pupils. • To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy. • To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements. • To lead and attend assemblies, when requested by the Headteacher. • To register pupils at the start of the school day and after the lunch break. • To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher. <p>Management</p> <ul style="list-style-type: none"> • To plan, organise and manage the work of the LSA assigned to the class, in order to have a positive impact on pupil progress. • To liaise with the Inclusion Manager and other teachers, to contribute to the planning and organising of the work of the SEN LSA's to have a positive impact on pupil progress. • To ensure that the LSA assigned to the class meets all the responsibilities as set out in their job description, in a timely and effective manner. <p>Training and Development</p> <ul style="list-style-type: none"> • Participate in training and development activities in school or at other providers in order to develop professional skills and knowledge. • To participate in performance management reviews in line with school policy. <p>Subject Co-ordinator</p> <ul style="list-style-type: none"> • To work with colleagues to ensure the successful teaching of the subject throughout the school. • Revision of the policy and scheme of work as required. • To oversee and contribute to medium- and short-term planning for subject area throughout the school. • To keep abreast of new initiatives and disseminate to colleagues as appropriate. • To monitor the use and storage of resources. • To advise the Headteacher regarding new resources that may be required. • To work with the Headteacher and Deputy headteacher to monitor and assess the teaching of the subject throughout the school. • To work with members of the leadership team to plan and deliver Inset for these areas. • To discuss this area of the curriculum with the governing body as required. • To work with appropriate providers to ensure successful development of teaching skills for all staff. <p>The duties may be varied to meet changed circumstances at the reasonable discretion of the Headteacher.</p> <p>This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.</p>
<p>General:</p>	<ul style="list-style-type: none"> • Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.



	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher status. • Evidence of continuous INSET and commitment to further professional development. 	E D
Knowledge & Experience	<ul style="list-style-type: none"> • Effective teaching and learning styles. • The theory and practice of providing effectively for the individual needs of all children (e.g. Classroom organisation and learning strategies). • Statutory National Curriculum and the Early Foundation Stage Curriculum requirements. • The monitoring, assessment, recording and reporting of pupils' progress. • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection. • Effective Assessment for learning and assessment led planning. • The positive links necessary within school and with all its stakeholders. • The preparation and administration of SATS in Year 2. • The creative and Thematic curriculum. • Innovative practice. • Research In Education. • Teaching in key stage 2. • Working with monitoring and assessment processes in schools. • Peer and self-assessment. • Next steps marking and feedback. • Providing extra-curricular activities for children. • Working with key stage 2 children. • Leadership of a subject area. • Working in partnership with parents. 	E E E E E E E D D D D E E E E E D D D
Skills and attributes	<ul style="list-style-type: none"> • Promoting the school's Vision & Aspirations positively and using effective strategies to monitor and motivate moral. • Developing good personal relationships with the team. • Communicating to a high level (both orally and in writing) to a variety of audiences. • Creating a happy, challenging and effective learning environment. • Using ICT to enhance Children's learning. • Using ICT as a tool for planning, developing the curriculum and communicating. • Develop strategies for creating community links. • Embed creativity in all subject areas and teaching in the outdoor environment. • Show evidence of commitment to taking an active part in school life including out of school hours activities. 	E E E E E E D D D
Personal qualities	<ul style="list-style-type: none"> • To have a positive approach to new initiatives. • To be enthusiastic and committed to the education of all children. • To be approachable and have a self-starter approach. 	E E E



	<ul style="list-style-type: none">• Understanding of the need for sensitivity and confidentiality in the workplace.• To be organised and able to work to deadlines.	E E
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The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated May 2025.