

Leaffield C.E. Primary School

The Green, Leaffield, Witney, Oxfordshire, OX29 9NP

Tel: 01993 878273

Email: office.3124@leaffield.oxon.sch.uk

Web: www.leaffield.oxon.sch.uk

Executive Headteacher: Mr Tim Edwards-Grundy

Head Of School: Mrs Rhiannon Abberley



Be kind, be curious, be you!

Teacher Job Description

Job Title:	Primary School Class Teacher (Key Stage 1)
Salary:	Main Pay Scale
Hours:	1.0
Contract Type:	Fixed Term to 22 nd July 2025

Introduction

This job description should be read in conjunction with the current Teacher's Standards and School Teachers' Pay and Conditions Document; the provisions of which will apply to the post holder.

Purpose of the post

- Establish and maintain a safe, purposeful and stimulating environment in which children feel confident and secure and are able to develop and learn
- Employ practices that promote children's health, safety and physical, mental and emotional well-being
- Have high expectations of all pupils and demonstrate a commitment to ensuring that all achieve their full potential
- To be an effective and reflective classroom teacher able to demonstrate and share outstanding practice

Key responsibilities of the post

- To have responsibility and to be accountable for the delivery of high-quality teaching within the school
- To plan and provide for a broad and balanced curriculum that is purposeful, challenging and enjoyable
- Select, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion
- Mark, evaluate and monitor children's learning, development and progress systematically and carefully, using this information to inform planning and improve practice and provision
- Engage in the process of effective assessment, recording and reporting on progress, using this as a basis for differentiating provision
- Promote positive behaviour, self-control and independence through effective behaviour management strategies and developing children's social, emotional and behavioural skills
- Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting
- Organise and direct the work of teaching assistants within the classroom.
- Support the vision and values of a Church of England Primary School
- Establish and maintain positive relations with pupils, parents, governors, Burford Partnership of Schools, our Academy Trust, the Oxford Diocesan Schools Trust, (ODST) and the wider school community.

"Dear children, let's not just say that we love each other; let us also show the truth by our actions."

1 John 3:18 (NLT)

Accountability

The Teacher is accountable to the Head Teacher who is the line manager.

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Take part in schools appraisals process.

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.

Safeguarding and Child Protection

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and/or ODST.

Health and Safety

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good safe learning environment.
- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Wider responsibilities

- To lead a subject area(s) of the curriculum
- Establish positive working relationships with colleagues
- Participate in staff meetings and make effective contributions
- Participate in extra-curricular activities
- Work with colleagues within the Burford Partnership of Schools and our Academy Trust, ODST
- Keep abreast of current good practice through reading, professional development, evaluating materials, resources and ideas and visiting schools.
- Support wider community activities

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks, that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

"Dear children, let's not just say that we love each other; let us also show the truth by our actions."

1 John 3:18 (NLT)