



Launton C.E. Primary School

Bicester Road, Launton, OXON, OX26 5DP.

Tel: 01869 253692 Email: office.3085@launton.oxon.sch.uk

Job Description for Class Teacher

Introduction

This job description is indicative only and should be read in conjunction with the current School Teacher's Pay and Conditions Document. The provisions of that document will apply to the post holder.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the headteacher. The headteacher will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description may be amended at any time after discussion but, in any case, will be reviewed annually. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

General Duties

The education and welfare of a designated class of pupils, in accordance with the requirements of the School Teachers' Pay and Conditions Document currently in operation, having due regard to the requirements of the National Curriculum, the school's curriculum, vision and ethos and any policies of the Governing Body. To share in the corporate responsibility for the safeguarding, well being and good behaviour of all pupils in the school.

Planning, Teaching, Assessing and Class Management

1. Teach a class of pupils, ensuring that their various learning, social and personal needs are met.
2. Set clear targets for improving pupil achievement, monitor pupils' progress towards those targets and use appropriate teaching strategies.
3. Use formative assessment to inform effective planning.
4. Plan effectively to ensure that all pupils are given opportunities to achieve their potential, whatever their ability, ethnic origin, religion or gender.
5. Meet the needs of pupils with Special Educational Needs and, in consultation with the SENCO, to prepare, implement, monitor and review Individual Education Plans.
6. Keep an easily accessible classroom planning file.
7. Maintain good standards of behaviour in class, around the school and when children are engaged in authorised activities elsewhere in accordance with the Behaviour Policy.
8. Create and maintain a stimulating classroom environment which is safe, caring, tidy and encourages independent learning skills.
9. Register the attendance of pupils, attend assemblies and supervise pupils as directed.

Monitoring, Assessment, Recording, Reporting and Accountability

1. To use formative and summative assessment to recognise pupil achievement and keep records on the progress of all pupils within the school's assessment framework.
2. Integrate formative and summative assessment into planning.
3. To keep parents informed of their child's development, progress and attainment through informal discussions, consultation evenings and Annual Reports.
4. To work closely with other staff members, including teaching assistants to ensure consistency of approach for teaching, assessment and pastoral arrangements.
5. To communicate and co-operate with persons or bodies outside the school regarding the safeguarding welfare and education of pupils.

Other Professional Requirements

1. Maintain the positive ethos and core values of the school, both inside and outside the classroom.
2. Deploy support staff and other adults effectively in the classroom, involving them as appropriate in the planning and management of pupils' learning.
3. Take responsibility for implementing all school policies and practices.
4. Take responsibility for own professional development.
5. Participate in the performance management system for the appraisal of own performance.
6. Participate in in-service training and staff meetings.
7. Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
8. Contribute to the overall development of the school by acting as a leader for one or more aspects of school life or curriculum areas, to be negotiated with the headteacher.

Health and Safety

Every member of staff has a duty of care to all pupils, and must co-operate with all health and safety requirements, including:

1. Informing the headteacher of any safeguarding concerns.
2. Informing the headteacher of any concerns about health and safety and reporting "near misses".
3. Taking appropriate responsibility for own health, safety and welfare and that of pupils, visitors and colleagues in accordance with the requirements of legislation and locally-adopted policies.
4. Completing risk assessments for all potentially hazardous activities both on and off site.
5. Being familiar with the emergency action plans for fire, evacuation, first aid, lockdown and any other on and off-site security issues.
6. Raising health and safety issues, as appropriate with children.