



Professional Duties

- To be responsible for the education and general welfare of a mixed ability class of KS1/2 children in accordance with the requirements of Conditions of Employment of School Teachers
- To fulfil the requirements of the National Curriculum, working within the school's aims, objectives and schemes of work, and any policies of the Governing Body
- To share in the corporate responsibility for the well being and discipline of all pupils

To undertake such other duties as the Headteacher may reasonably direct, subject to consultation

Teaching

- To create a lively, stimulating, well-organised, safe and orderly classroom where children know the expectations and begin to actively care for their environment
- To have a thorough knowledge of Core and Foundation subjects of the National Curriculum and RE
- To plan and prepare lessons with clear learning outcomes
- To use a variety of teaching methods appropriate to the task and learning needs of pupils
- To match children's tasks to individual needs, including the setting and marking of work, to provide maximum opportunity for their individual progress
- To carry out assessment and give pupils feedback about their work
- To insist that children present their work to the best of their ability
- To encourage independence in learning
- To aim to develop each child's ability to the fullest extent

Pastoral

- To create an atmosphere which encourages children and promotes pupil care and concern for others
- To develop in the children an appropriate level of self-esteem, self-confidence, self-control, and self-discipline
- To maintain good discipline in line with the school behaviour policy

Management and Personal Development

- To manage other adults, including TAs and volunteers, in the classroom
- To manage own time and pupil's time effectively
- To be actively involved in further professional development, reviewing personal methods of teaching and programmes of work

Responsibility towards Parents

- To foster Parental involvement on a personal basis and in conjunction with the Friends of Oakfield
- To report to parents fully, honestly and objectively on their children's progress
- To attend Friends of Oakfield functions on an occasional basis to show support for their work

Inclusion

- To work in accordance with school procedures for the Code of Practice
- To attend regular termly meetings with the Inclusion Manager to discuss the needs of all the children in the class, and to record in a personal record book any behaviour /learning patterns that might give cause for concern
- To complete the relevant paperwork prior to and after the meeting
- To maintain daily contact with the class Lunchtime Supervisor both at the start and at the end of the lunch time period
- To attend meetings with relevant parents extra to Parents' Meetings at the instigation of the Inclusion Manager and/or Parent to discuss details of a particular child
- To liaise with the Medical Teaching Assistant on a regular basis re children with specific medical problems - asthma, epilepsy, cystic fibrosis
- To attend relevant case conferences and help to complete and present the information

Preparation for Future Subject Leader Role (from second year of teaching)

- To shadow an experienced member of staff in an area where you might feel confident to offer curriculum expertise which would support other staff
- To become conversant with the requirements of the National Curriculum in that curriculum area
- To familiarise yourself with the school's current policy and resources in that area