



Garsington Church of England Primary School

'Nurturing everyone to flourish in a community where all we can believe and achieve.'

The Parable of the Sower Matthew 13:1-23

Red Kite Values: **R**esponsibility, **E**nthusiasm, **D**etermination, **K**indness, **I**ndependence, **T**eamwork, **E**nrichment

Job details

Job title: Class Teacher

Salary: MPS / UPS

Hours: Job sharing - 2.5 days (Wednesdays,Thursdays and Fridays)

Contract type: Part-time/Fixed term until 31/08/2023

Reporting to: Assistant Head

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and Red Kite values linked to our Christian ethos.
- Make a positive contribution to the wider life and ethos of the school in line with the school's full and varied enrichment programme.
- Support the whole school approach to developing growth mindsets and metacognition skills in all learners.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Promote the safety and wellbeing of pupils. Support the whole school approach to pupil and staff wellbeing including the active involvement in SMILE (5 ways to wellbeing).
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures including lesson visits, coaching and team discussions.
- Take part in further training and development in order to improve own teaching including EEF research (Great Teaching Toolkit) and River Learning Trust's (RLT) 6 Core Principles for Teaching and Learning.
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including RLT, Oxfordshire County Council and nationally.
- Develop effective professional relationships with colleagues

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
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

Direct and supervise support staff assigned to them, and where appropriate, other teachers

- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

Deputy Head/Leadership Team	Named person
Include Health and safety in all new employees' induction.	Zara d'Archambaud (HT) Team Leaders
Undertake an annual health and safety training needs analysis of all employees	Zara d'Archambaud (HT) Team Leaders
Monitor classroom/subject documentation, risk assessments, practices and procedures	Zara d'Archambaud (HT) Marion Piacenza (SBM)
Ensure that Fire Safety Folder is maintained, liaise with Fire service to ensure correct procedures in place	Marion Piacenza (SBM)
Encourage and support employees in completing risk assessments for pupils giving cause for concern	Kim Bews (Inclusion Manager) Zara d'Archambaud (HT)
Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons	Subject Co-ordinators
Support staff with personal safety issues including stress	Zara d'Archambaud (HT) Team Leaders
Ensure off site visits are approved and appropriately staffed	Marion Piacenza (SBM) Health and Safety Governor Richard Holden
Review subject co-ordinators risk assessment annually	Marion Piacenza (SBM)

Office Manager's Responsibilities	Named person
All office risk assessments are completed and reviewed.	Zara d'Archambaud (HT) Marion Piacenza (SBM)
Visitors are registered, wear a badge and are briefed on the emergency procedures including safeguarding (visitor's information sheet)	Karen Wadforth (Administrator)

Hazard reporting and maintenance documentation is actioned	Marion Piacenza (SBM)
Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health and Safety Team	Karen Wadforth (Administrator)
All appropriate risk assessments guidance and hiring documentation is completed for community use of the site	Marion Piacenza (SBM)
All community users are registered and made aware of emergency procedures	Marion Piacenza (SBM)
Adequate trained first aid cover is available for on/off site activities	Karen Wadforth (Administrator)
Periodic checks are made of the first aid arrangements and containers	Karen Wadforth (Administrator)

Finance Manager's Responsibilities	Named person
Organise the planned programmed maintenance of plant and equipment	Marion Piacenza (SBM)
Maintain accurate records of all equipment and resources	Zara d'Archambaud (HT) Subject Leaders
Arrange for the annual testing programme (PAT)	Marion Piacenza (SBM)
Purchase and maintain all equipment and resources to OCC prescribed standards	Marion Piacenza (SBM) All staff
Site Manager's Responsibilities	Named person
Ensure that the school follows the OCC procedures • When selecting a contractor • When completing a Self Financed Improvement Project(SFP) • When liaising with contractors over health and safety matters • When monitoring health and safety issues on-site regarding either County Council or school appointed contractors.	Zara d'Archambaud (HT) Marion Piacenza (SBM)
Carry out daily checks of the site and take appropriate remedial action.	Marion Piacenza (SBM) Duncan Willbery
Prioritise and progress the maintenance books.	Marion Piacenza (SBM)
Review progress with the Health and Safety Governor (Richard Holden) termly.	Marion Piacenza (SBM)
Ensure all employees and contractors are fully briefed on health and safety issues.	Zara d'Archambaud (HT) Team Leaders
Complete all relevant site risk assessments.	Marion Piacenza (SBM) Zara d'Archambaud (HT)
Ensure all maintenance employees are trained and competent to undertake their tasks safely.	Marion Piacenza (SBM) Zara d'Archambaud (HT)
Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.	Marion Piacenza (SBM)
Carry out monthly water temperature tests and maintain the \Water Hygiene Folder.	Marion Piacenza (SBM)
Alert the Head of Establishment to issues of security and lone working.	Marion Piacenza (SBM)

Teachers' Responsibilities
Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, PE, Off site activities

Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
Annually undertake training needs analysis for all staff in own subject.
Ensure health and safety is a standing item on all agendas.
Check that pupils are aware of health and safety issues and that these are being continually reinforced.

All Employees' Responsibilities
Co-operate with health and safety requirements
Report all defects in the maintenance book which is held in the office
Complete and action risk assessments for all potentially hazardous on/off site activities
Use, but not misuse things provided for your health, safety and welfare.
Do not undertake unsafe acts.
Inform Head of Establishment of any 'Near Misses'.
Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues and for major incidents.
Raise health and safety and environmental issues with pupils
Safeguarding: Read and <u>understand</u> the school's Child Protection/safeguarding policy, Code of Conduct, Behaviour Guidelines Keeping Children Safe in Education (Part 1), Whistle Blowing Policy and Allegations Policy. Follow the school's safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead (Zara d'Archambaud). The Deputy Safeguarding Leads are Kim Bews(Inclusion Manager), Karen Wadforth (school administrator/attendance lead) and Dawn Baillie (Teaching assistant and After school club lead). The Safeguarding Governor is Sarah Brush. Complete Generalist Level Safeguarding Training every three years and Prevent training.

Person specification

Criteria	Qualities
Qualifications and experience	• Qualified teacher status • Degree • Successful primary teaching experience
Skills and knowledge	• Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: *September 2021*

Next review date: *September 2022*

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____