



Oakley Church of England Combined School

Parvis E Glandibus Quercus
'Mighty oaks from little acorns grow'



'The fruit of the righteous is a tree of life.' Proverbs 11:30

Job Description	
Post Title:	PART TIME CLASS TEACHER (KS2)
Responsible to:	Headteacher
Post Holder:	
Main Purpose of Job	
<p>To carry out professional duties and to have responsibility for an assigned class.</p> <p>To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.</p> <p>To promote the aims and objectives of the school and maintain its Christian ethos.</p>	
Main Accountabilities	
<p>The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.</p> <ul style="list-style-type: none">• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.• Understand the needs of individual children, their previous educational experience, and have adequate knowledge of their home background including medical concerns, ethnic origin home language and religion.• Develop pupils practical / 'life skills'.• To plan and prepare lessons in order to deliver the National Curriculum, ensuring breadth and balance in all subjects with appropriate challenge and high expectations.• Promote a rich, stimulating and caring environment to encourage all pupils to learn.• Manage pupil behaviour and standards, encouraging a high standard of behaviour and mutual respect between all members of the school community.• Ensure the school's open door policy is fully implemented so that parents are made to feel important and visitors are welcomed.• Observe patterns of behaviour including absence and punctuality highlighting concerns to the Headteacher.• Keep up to date with relevant initiatives and development in area of expertise.• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.	



Oakley Church of England Combined School

Parvis E Glandibus Quercus
'Mighty oaks from little acorns grow'



'The fruit of the righteous is a tree of life.' Proverbs 11:30

- | |
|---|
| <ul style="list-style-type: none">• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.• To ensure effective use of support staff within the classroom, including parent helpers.• To participate in staff meetings as required.• Contribute to the development and co-ordination of a particular area of the curriculum.• To ensure that school policies are reflected in daily practice.• To continue to access professional development• To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. |
| <ul style="list-style-type: none">• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities.• At all times operating within the school's equal opportunities and safeguarding framework.• Carry out any other duties as directed by the Headteacher.• To exemplify the ethos of the school through professional and personal behaviours. |

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in matters relating to health and safety. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Oakley C of E School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and GDPR 2018.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (Sept 2016) and



Oakley Church of England Combined School

Parvis E Glandibus Quercus
'Mighty oaks from little acorns grow'



'The fruit of the righteous is a tree of life.' Proverbs 11:30

all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. You are required to have satisfactory Enhanced DBS clearance.

Signed:

Date:

Headteacher:

Date: