



OAK WOOD PRIMARY SCHOOL

JOB DESCRIPTION FOR TEACHER

PRIMARY SCHOOL



Name:	Starting Date: September 2026
Salary Grade: MPS/UPS + SEN Allowance	Status of Post: Class Teacher.
Responsible to: Primary Head Teacher	Review Date: Annually
Hours: Full time	

Main Purpose of Job:

You will provide young people with outstanding learning opportunities and ensure that their wellbeing and welfare are paramount at all times. As an outstanding practitioner you will commit to the academy's safeguarding procedures and policies and uphold the academy's core values of collaboration, Equity, Aspiration and Trust. You will take responsibility for a class determined on an annual basis by the Primary Head Teacher and in accordance with the duties listed below ensuring that planning, curriculum, preparation, recording, assessment and proactive behaviour management strategies are in place. Working closely with parents/carers and relevant professionals you will forge strong professional links towards ensuring the best outcomes for pupils.

Strategic Direction and Development of the School:

- Promote the vision and strategic direction of the school through being fully aware and actively involved in the School Development Plan
- Review and evaluate your practice on a regular basis in line with Teacher Appraisal Policy to ensure focused attention on critical goals
- Take a positive and active role in developing links with parents, professionals and relevant members of the community
- Contribute and work towards whole school priorities

Teaching and Learning:

- Enjoy teaching and have a passion for working with young people
- Demonstrate high quality teaching and provide learning opportunities that stimulate and enthuse pupils and increase their skills and knowledge in line with aspirational targets
- Passion for outdoor learning and the forest school learning programme
- Effectively manage Education and Health Care Plans, Individual Behaviour Plans, Behaviour Risk Assessment and other relevant documentation pertaining to your pupils
- Support proactive behaviour management strategies, ensuring that bespoke plans are in place for pupils if appropriate

- Provide an outstanding learning environment that takes into account different SENDS and the specific needs of pupils within your class
- Actively engage in leading and supporting Teaching Assistants in all aspects of planning and lesson preparation towards achieving the best outcomes for pupils
- Ensure that learning opportunities are differentiated, challenging, relevant and take account of pupils interests
- Ensure that curriculums are bespoke to meet the needs of pupils and where relevant provide personal learning programmes to meet the needs of individual pupils.
- Actively forge links with the whole school community including parents/carers, directors, multi-agency staff and other relevant professionals and fully encourage their participation in supporting learning and school life
- Meticulously plan lessons that meet the needs of all pupils, through differentiation of tasks, personalised learning plans where appropriate and through developing the skills and knowledge pupils will need throughout their school life and beyond
- Be proactive in overcoming pupils' barriers to learning through actively seeking resolutions and by providing a learning environment appropriate to needs.
- Set clear targets and aspirational goals, based on prior attainment, for pupils' learning to ensure that pupils are engaged and enthused.
- Positively promote inclusion and have a good understanding of providing a classroom environment that takes account of different SENDS where resources meet the needs of pupils and can be readily accessed to promote their independence
- Ensure that a range of appropriate communication modes are in place and consistently used to support individual pupils
- Lead, implement and review the actions of the students Education Health and Care Plan
- Work with school leaders to track the progress of individual pupils and take a leading role in devising intervention plans where pupils are making less than expected progress.
- Make effective use of ICT and technologies to enhance learning and teaching and raise standards
- Carefully monitor the progress of pupils from disadvantaged backgrounds ensuring Pupil Premium interventions and Children Looked After support programmes are effective towards raising pupil's attainment
- Be familiar with current theory and practice relating to pupils with special needs and support staff development

Personal Attributes:

- Be an innovated, inspirational and dedicated practitioner who really enjoys working with young people
- Have a passion for developing the whole child through for instance promoting the Primary School Council
- Have a passion for teaching and for making a positive difference for pupils and their families
- Be committed to safeguarding and to meeting the learning and welfare needs of all pupils.
- Be positive, forward thinking and reflective in your approach towards providing the best learning opportunities for all young people you are directly responsible for

Accountability:

- Maintain a record of pupils' progress and set targets accordingly to ensure the best possible outcomes for pupils

- Ensure there is concrete evidence of pupil's achievements to substantiate pupil progress data
- Produce evidence of pupil's achievement through reporting to parents
- Adhere to the academy's Code of Conduct
- Participate in the performance management system for the appraisal of your own performance and that of other staff
- Uphold school values and follow agreed school policies and guidelines

Professional Development:

- With support from the school to be accountable for undertaking training to further develop skills and knowledge in order to raise the standards and meet the individual needs of pupils

Other:

- This job description covers the overall areas of responsibility as deemed by the School Teachers' Pay and Conditions. However further specific tasks and responsibilities may be determined through consultation and discussions with the Head Teacher.
- While the majority of the responsibilities will relate specifically to the Primary or Secondary School there will be occasions for duties related to whole school priorities across the Multi-Academy Trust.

Teacher Signature: _____

Head Teacher: _____

Date: _____

Person Specification Oak Wood Schools Academy

Post Title: Class teacher

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified Teacher Status	✓	
Experience		
Proven experience of using primary teaching methodology in mainstream or/and special education	✓	
Professional Knowledge Skills and Understanding		
Commitment to safeguarding and promoting the welfare of all pupils	✓	
Skills in adapting the National Curriculum to meet the needs of pupils in a special school	✓	
Understanding of different SEND pedagogies: PMLD, ASD, SLD, MLD, Sensory needs etc.		✓
Knowledge of teaching communication, literacy and numeracy skills	✓	
An understanding of personalised curriculums to meet the complex needs of individual pupils	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the School Behaviour Policy, Safeguarding, Code of Conduct and Whistleblowing • Awareness of Health and Safety implementation in the work place • Implementation of the Academy's Equal Opportunities Policy 	✓	
Knowledge of effective strategies and interventions to include, and meet the needs of all pupils, in particular underachieving groups of pupils,		✓
Skills writing and delivering effective Individual Learning Plans for pupils with SEN		✓
Knowledge of the different modes of communication used in the classroom such as Makaton, PECS, Objects of Reference etc.		✓
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues, including the deployment of teaching assistants	✓	

Personal Qualities		
Have a passion for teaching and a commitment to making a difference	✓	
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
Be passionate about delivering good quality teaching and learning for pupils, whatever their level of need	✓	
Be flexible in approach and demonstrate leadership and team building skills	✓	
Have good communication skills both orally and in writing	✓	
Ability to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge with other practitioners	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	