## 

###### Oughton Primary & Nursery School



**JOB DESCRIPTION**

**CLASS TEACHER**

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| **Job purpose:** | * to take responsibility for the designated class of children (this maybe as a whole, or part of the week) |
|  | * to maintain and develop the distinctive character of our school as identified in its Mission Statement and Aims, sharing in the overall forward movement of the school and contributing to the fulfilment of the School Improvement Plan |
|  | * to ensure appropriate provision for all children in the class, where every child is of equal importance, is valued and given the opportunity for social, moral, cultural and educational development to the highest possible level. |
| **Accountable to:** | Headteacher and Governing Body for the supply of information as required |

**Key Accountability 1**

a) Specific duties:

* To teach a class of children in the school in accordance with the school’s policies and School Improvement Plan and taking into account the requirements of the National Curriculum
* To assess, record and report on children’s progress and plan appropriate activities related to children’s individual needs, following the school SEND Policy
* To provide a safe and caring learning environment in accordance with the school’s aims and Promoting Positive Behaviour Policy
* To establish effective relationships with the Parents of children in the allocated class and provide reports to Parents on their children’s progress
* To provide for social, moral, cultural and educational development to the highest possible level

b) Other responsibilities:

* To communicate effectively with colleagues and other professionals in conjunction with teaching duties
* To contribute to the school’s review and development by attending staff meetings and discussions
* To review classroom practice in order to drive performance within the classroom
* To undertake personal professional development and participate in the school’s appraisal process

**Please note:**

**Teachers must ensure that all of the Teacher Standards are met and followed all of the time.**

**Teachers may be required to undertake any other reasonable request by the Headteacher.**

c) For whom responsible:

* The teaching and supervision of children as directed by the Headteacher
* The supervision of volunteers working within your class, including Parent helpers and Work Experience Students

d) Hours and pay:

As set out in the School Teacher’s Pay and Conditions Document

**Key Accountability 2**

To support leadership of a subject / area to lead, advise and support staff.

Specific duties:

* to monitor and evaluate standards and assessment results
* to review planning, assessment and record keeping procedures
* to demonstrate good classroom practice in your curriculum area
* to review and develop policy documents
* to work with staff to implement school policy
* to form an Action Plan for your curriculum area
* to monitor the teaching and learning of your curriculum area and report back to staff and the Senior Leadership Team
* to attend Inset and plan and deliver Inset in line with the needs of the school
* to assist Parents, Governors and the wider school community to understand more about the policy and work of the school
* to be informed of new initiatives, teaching approaches, resources and developments both locally and nationally
* to audit and organise resources and be responsible for the curriculum budget

Hours and pay:

* Non-contact time will be organised by the Senior Leadership Team
* Additional pay awards will be decided in line with the School Improvement Plan and Performance Management Policy / Pay Policy.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mattocke Road, Hitchin, Herts , SG5 2NZ**

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Mrs W Sims (Acting Headteacher)

Mrs R Dodds (Deputy Headteacher)