



JOB DESCRIPTION

Job title: Class Teacher

Reporting to: Head Teacher

Contract: Full Time/Part Time, Maternity Cover (June 2025 – 6 months)

Grade: MPR

Hours/week: Flexible

Location: Stadhampton Primary School, Oxfordshire

Main purpose of the role

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.

SPECIFIC RESPONSIBILITIES:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons to deliver the National Curriculum ensuring breadth and balance in all subjects
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To maintain good order and discipline among the pupils, safeguarding their health and safety
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- 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 prepare appropriate records for the transfer of pupils (e.g. to next class/secondary school)
- To ensure effective use of support staff within the classroom, including volunteers
- To participate in staff meetings as required
- To take responsibility for the development and co-ordination of a particular area of learning across the school
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To ensure that school policies are reflected in daily practice

- To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional
- To liaise with outside agencies when appropriate (e.g. Educational Psychologist)
- To liaise with partner schools when appropriate (e.g. Acer Trust/CLOSER partnership)
- To continue professional development, maintaining a portfolio of training undertaken
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To work with colleagues to support pupils’ social, emotional and mental health
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school’s Health and Safety policy and any school-specific procedures/rules that apply to this role
- To recognise the need for confidentiality with regards to pupil information and data and compliance with GDPR protocols
- Safeguarding and promoting the welfare of all students

Wider responsibilities:

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the school is met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations or other regulation/legislation. Confidentiality must be maintained at all times.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the

employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety Policy.