

# Brize Norton Primary School



We **SHINE** for ourselves and others with kindness

**Striving, Helping, Inspiring, Nurturing, Excelling**

Station Road, Brize Norton, OXON, OX18 3PL

Headteacher: Mrs R. Jones

## **JOB DESCRIPTION FOR CLASS TEACHER**

Overall purpose of the post:

To ensure the effective education of children in accordance with the school's aims and policy statements agreed with the Governing Body.

This post is set out in accordance with professional responsibilities set out in the School Teachers' Pay and Conditions Documents and relevant legislation.

Key Aims:

- To maximise the learning potential of each child.
- To ensure good behaviour of children and to develop positive attitudes towards adults, peers, property and work.
- To establish good relationships with parents and encourage parents' involvement in their child's education.
- To offer children in the class a broad and balanced curriculum and opportunities for active and independent learning.

Key teaching tasks:

- To plan, prepare, provide and review class based activities to develop learning by all children in the class.
- To teach the assigned class and mark work in line with policy.
- To assess, record and report on the development, progress and attainment of all children in the class.

Other class linked responsibilities:

- To promote the general well-being of all children in the class.
- Provide pastoral support and guidance to children in the class.
- To record and report on social development of children.
- To communicate and consult with parents and be involve with parents' meetings.
- To provide written and oral reports on class members.
- To help maintain a lively and caring class in line with the school's aims.

Broader professional responsibilities:

- Work with others to develop teaching programmes and materials for agreed subject areas in line with agreed curriculum requirements.
- Participate in performance management arrangements.
- Participate in training and development to meet the school or personal needs
- To attend INSET, staff meetings and parents evenings as required.
- Participate in meetings relating to the curriculum, organisation or pastoral responsibility.
- Co-ordinate the work of other staff through taking on one or more subject leader roles



### **Contact**

Office: 01993 842488

Email: office.2250@brize-norton.oxon.sch.uk



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(unless ECT).

- Contribute to the development of other teaching and non-teaching staff.
- To have read and understood the Staff Handbook, which includes Health & Safety guidelines.
- To have adequate knowledge of school fire exits, First Aid and where firefighting appliances are kept, to attend training on how to use them, and how to raise the alarm.
- To make sure that basic Lone Worker guidelines are followed

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Everyone within Brize Norton Primary School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Responsible to: The Headteacher



## Contact

Office: 01993 842488

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