



Christopher Rawlins C.E. Primary School
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Christopher Rawlins CE Primary School Class Teacher Job Description

Reports to: Headteacher
Responsible to: Headteacher

Job Purpose

- To undertake the professional duties and responsibilities of a Teacher as set out in the current School Teachers' Pay and Conditions document.
- To uphold the standards of teaching and the personal and professional conduct expected of teachers as defined in the Teachers' Standards May 2019 document.
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil attainment.
- To promote the progress and well-being of every child in the class assigned to them.

Professional Duties

- Role model the ethos and core values of the school while teaching pupils.
- To ensure the safety and discipline of all children in the school, at all times, including playground supervision.
- To promote the well-being, emotional, social, and academic development and progress of each child in the class by:
 - Teaching effectively and meeting the varied needs of the pupils
 - Providing a suitable and stimulating environment for these to take place
- To teach the National Curriculum ensuring that planning, preparation, recording, assessment and reporting meet their varied learning and social needs.
- To mark and give feedback on work set in school and for homework so that the learners are informed how to improve.
- To ensure the effective and efficient use of any staff that are supporting teaching and learning in the classroom.
- To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participation in and contribution to team-planning, self-evaluation and professional development.
- To share in responsibilities for school acts of worship on a regular basis.
- To share expertise and to accept help and advice from other members of staff.
- To support the policies and objectives of the school, and regular reviews with the Headteacher.
- To participate fully in the Appraisal Process, as defined in the school's appraisal policy, for the evaluation of their own performance.
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development.
- To implement and follow school policies and procedures as approved by the Governors and SLT.
- To consult with and report to parents about children's progress, attainment and attitude.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate adult.

Management duties

- To assume responsibility for the classroom and all the equipment contained within it, ensuring that the resources are kept well.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- To establish good working practices with Teaching Assistants for the benefit of all children including those with Additional Educational Needs and Special Educational Needs and Disabilities.
- To attend staff and planning meetings, training days and parent evenings, and to review curriculum areas as required.

Administrative duties

- To maintain an accurate register of the children's attendance at school.
- To compile and maintain adequate records of each child's progress and achievements throughout the school year, and a report for parents at the end of the school year in line with the school policy.
- To keep an accurate record of work covered in all areas of the curriculum and to have available class planning documents.

Continuing Professional Development

- To keep an accurate record of CPD opportunities attended, keeping a personal CPD folder of training.
- To be willing to disseminate findings to staff within a staff meeting or training day.
- To carry out any necessary changes to current practise in order to improve teaching and learning.

January 2024