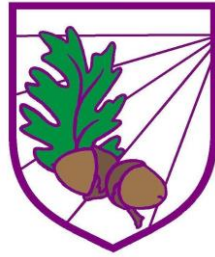


Oak View Primary and Nursery School

Woods Avenue,
Hatfield,
Herts.
AL10 8NW



Tel: 01707 280590

Fax: 01707 280599

e-mail: admin@oakview.herts.sch.uk

Headteacher: Neil Richardson

Job Title: **Class Teacher**

Responsible to: **Phase Leader > Deputy Head > Headteacher > Governing Body**

Salary: **Standard Main Scale 1–6 / UPS**

Main purpose

The Teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

N.B. The duties listed below are not an exhaustive list of requirements.

Key responsibilities

Teaching:

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations.

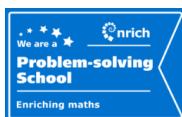
Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Cont'd...



Empowering skilful, independent learners for the future

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

Review of duties:

- The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Safeguarding:

- The Governing Body is committed to safeguarding and promoting the welfare of children and young persons, and must ensure the highest priority is given to following guidance and regulations to safeguard children and young people. All successful candidates will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- All personnel have a responsibility to take all reasonable steps to safeguard the health and safety of themselves and others.