

Job Description Classteacher

Reporting To: Head of Department / Headteacher
School: Oakleigh House School

Key Purpose of the Job

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom and ensuring their safety and wellbeing at all times

To support the policies and aims of the School and ensure the social, emotional and physical development of every child.

Key Deliverables

1. TEACHING

- To plan and prepare courses and lessons.
- To promote high standards of learning and achievement by using a variety of teaching methods and skills and using appropriate differentiation.
- To assess, record and report on the development, progress, effort and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings and other meetings when required.
- To set homework and mark written work regularly.

2. OTHER ACTIVITIES

- To promote the general progress/wellbeing of any individual group of pupils assigned to you.
- To provide guidance and advice to pupils on educational and social matters.
- To make records and reports on the personal and social needs of the pupils.
- To communicate and consult with the parents of pupils.
- To communicate and co-operate with persons or bodies outside the school.
- To participate in meetings arranged for any of the purposes described above.
- To accompany pupils on trips away from the school.
- To maintain and monitor display work in appropriate areas of the school.
- To contribute to the school's extra-curricular programme.

3. FURTHER LEARNING AND DEVELOPMENT

- To review from time to time your methods of teaching and schemes of work.
- To participate in arrangements for your professional development.
- To participate in the Cognita teacher performance management process.

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4. EDUCATIONAL METHODS

- To advise and support other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment in a specific subject area.
- To be aware of developments in ICT and how they may be integrated into lessons.

5. DISCIPLINE, HEALTH AND SAFETY

- To maintain good order and discipline among the pupils and safeguard their Health and Safety both when they are on the school premises and when they are engaged in authorised School activities elsewhere.

6. STAFF MEETINGS

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To work with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.

7. ADMINISTRATION

- To organise appropriate management or supervision of support staff.
- To lead and attend assemblies, register the attendance of pupils and supervise them, whether these duties are to be performed before, during or after school sessions.

PERSON SPECIFICATION

The successful applicant is likely to possess the following:

- A good degree and an appropriate teaching qualification
- Excellent teaching, organisational and team working skills to be able to play a full part in the life of the school
- A forward thinking and innovative approach
- An understanding of working with academically able children and those with additional needs
- A familiarity with the National Curriculum in England would be an advantage
- Efficiency, reliability and adaptability
- Collaborative team working spirit
- A willingness to participate fully in the programme of extra-curricular activities, fixtures and trips



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“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”