



**National Teaching School**  
designated by  
  
**National College for  
Teaching & Leadership**



**Woodstock CE Primary School, Shipton Road, Woodstock, Oxfordshire OX20 1LL**

**Tel: 01993 812209**

**Email: [admin.3145@woodstock.oxon.sch.uk](mailto:admin.3145@woodstock.oxon.sch.uk)**

#### **JOB PURPOSE:**

You are required to carry out the professional duties and responsibilities of a class teacher as set out in the current School Teachers' Pay & Conditions Document.

#### **MAIN DUTIES:**

- To teach, setting high expectations in pursuit of raised standards of pupil achievement.
- To work with colleagues to achieve the ethos, values, vision & aims of the School.

#### **OBJECTIVES:**

- To ensure pupil entitlement to all areas of the new National Curriculum
- To raise standards of pupil achievement at all levels.
- To foster pupils' enjoyment, sense of purpose and fulfilment in their learning.
- To promote pupil self-esteem and confidence.

#### **TEACHING AND LEARNING:**

- Have due regard to the new National Curriculum, the school aims, objectives, schemes of work and policies of the Governing Body.
- Plan and prepare, monitor and evaluate lessons with clear teaching objectives to ensure their effectiveness.
- Set appropriate and demanding expectations for pupils' learning and motivation.
- Identify pupils who have special educational needs and implement and keep records on Individual Education Plans.
- Set clear targets for pupils' learning, building on prior attainment.
- Assess, record and report on the development, progress and attainment of pupils through teacher assessment and statutory tests.
- Mark and monitor pupils' classwork and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met; momentum and challenge are maintained; and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupil behaviour, establishing and maintaining good standards of discipline through well focussed teaching.
- Liaise effectively with parents and carers to ensure good relationships between school and home, and support and involve them in the education of their child.
- Take part in extra-curricular activities and attend meetings concerned with the school and the community as appropriate.
- Take responsibility for continuing self professional development to keep up-to-date with changes in practice/legislation.

#### **KEY ORGANISATIONAL OBJECTIVES:**

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with all policies and procedures relating to the safeguarding of pupils.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for all pupils.
- Contributing to the maintenance of a caring and stimulating environment for children.
- Maintaining confidentiality in all matters relating to staff working at school, the pupils and their families and to school business.

**SAFEGUARDING:**

The Postholder will show commitment to the safeguarding of children and young people; and be familiar with all policies and documents which support the safeguarding of children at Woodstock CE Primary School, and work within the agreed practices:

- Safeguarding Policy
- Whistle Blowing Policy
- Anti-bullying Policy
- Staff Code of Conduct
- E-Safety Policy, including Acceptable Use Policy for Staff
- Dignity at Work Policy
- Behaviour Policy
- Health and Safety Policy and procedures including Risk Assessments

All employees should know who to contact in the school in case of an allegation against a member of staff.

**HEALTH AND SAFETY:**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection etc, reporting all concerns to an appropriate person.

In relation to Health and Safety:

- Co-operate with health and safety requirements
- Report all defects in the Caretaker's Repair Book or inform School Office
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform Headteacher of any 'Near-Misses'
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues
- Raise health and safety, and environmental issues with pupils

**STANDARDS AND QUALITY ASSURANCE:**

- Support the aims and ethos of the school
- Promote and model good relationships with pupils, colleagues and parents
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop
- Set a good example in terms of dress, punctuality and attendance
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits and trips as required

**Person Specification**

**ESSENTIAL**

**DESIRABLE**

<p><b>Teaching Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Evidence of continuing Professional Development</li> <li>• Enhanced DBS disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional study</li> <li>• More than two years successful teaching</li> </ul>
<p><b>Teaching &amp; Learning</b></p>	<ul style="list-style-type: none"> <li>• Excellent classroom behaviour management and evidence of using positive behaviour management strategies</li> <li>• A clear understanding of primary education</li> <li>• Sound knowledge of the National Curriculum</li> <li>• Excellent interpersonal skills</li> <li>• Ability to support parent/carers to improve outcomes for their children</li> <li>• A proven record of raising achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with SEN</li> <li>• Evidence of raising standards of attainment through effective teaching</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Reflective practitioner</li> <li>• Ability to learn alongside others</li> <li>• Willingness to support others to improve</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take on an area of responsibility</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Ability to be flexible</li> <li>• Well-organised and good time keeping</li> <li>• Sense of humour</li> <li>• Ability to managing pupil assessment data</li> <li>• Belief in a culture of high achievement for all</li> <li>• Able to work as a team and collaborate with colleagues and outside agencies to support pupils progress</li> <li>• Willingness to engage in whole school activities</li> <li>• Demonstrate flair and creativity</li> <li>• Show initiative and work effectively as part of a team and with professional colleagues</li> <li>• Enthusiastic and energetic</li> <li>• An active supporter of the school's Christian ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to lead an extra-curricular club</li> </ul>