



'Working together to succeed'

The Role of the Teacher **Job Description (Part-Time)**

Date: April 2026

Professional Values and Practice

Teachers at Oakridge School

- Engage, inspire and motivate children!
- Work in a team supporting each other (Working together to succeed)
- Be committed to our vision of 'Enhancing the Life Chances of all our children.'
- Meet the expected level of the National Teaching Standards
- Committed to developing professionally.
- Have high expectations of all pupils and are committed to raising their educational achievement
- Treat all pupils consistently, with respect and consideration and be invested in their development as learners
- Demonstrate and promote positive values, attitudes and behaviour
- Communicate sensitively and effectively with parents and carers, recognising their rights, roles and responsibilities in pupils' learning
- Contribute to and share responsibility in the corporate life of the school
- Work effectively with support staff and other professionals
- Improve their own teaching by evaluation, learning from effective practice and from evidence. They are motivated and take responsibility for their own professional development.
- Participate in the agreed Professional Development procedures of the school
- Participate in training procedures, including INSET
- Participate in meetings at school which relate to the curriculum, organisation or administration of the school
- Attend meetings, including those with parents, as directed within 1265 hours (or part-time equivalent)
- Attend assemblies, register pupils, supervise pupils (except at lunch times unless on a voluntary basis) in all aspects of school life
- Complete directed task and activities within the expected 1265 hours service, including the running of one extra-curricular club after school for one term.
- Work under the reasonable direction of the Head Teacher
- Lead a curriculum subject in the school (appropriate for Part-time)
- Carry out particular duties reasonably assigned to them by the Head Teacher
- Seek and use opportunities to work collaboratively with colleagues to raise standards by sharing effective practice in the school.
- Are aware of and work within the statutory frameworks relating to teachers' responsibilities
- Be committed to and hold the highest standards of safeguarding at the school ensuring that school policy and practices relating to safeguarding are followed at all times.

Knowledge and Understanding

Teachers at Oakridge School demonstrate that they:

- Have secure knowledge and understanding of the subjects they are trained to teach:
- Have secure knowledge and understanding of the values, purposes, aims and general teaching requirements of the national curriculum handbook.
- Are aware of the expectations and curriculum and teaching arrangements in each Key Stage, including Foundation Stage
- Understand how pupils' learning is affected by their physical, intellectual, linguistic, social and cultural development
- Understand their responsibilities under the SEN Code of Practice
- Have secure knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment
- Use ICT effectively
- Manage an area of the curriculum and/or as aspect of school life

Planning, Expectations and Targets

Teachers at Oakridge School

- Follow the school's procedures on long, medium and short term planning
- Set challenging teaching and learning targets based on knowledge of:
 - Pupils and their past and current achievements
 - Expected standards for the age range
 - Range and content of work relevant to pupils in that age range
- Use teaching and learning objectives to plan lessons and sequences of lessons, showing how they assess pupils' learning
- Select and prepare resources and plan for their safe and effective organisation
- Take part in and contribute to teaching teams in year groups, key stages and whole staff contexts
- Plan opportunities for children to learn outside the classroom- educational visits etc.

Monitoring and Assessment

Teachers at Oakridge School

- Make appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives and use this information to reflect on, evaluate and improve their own performance
- Give effective feedback to support pupils as they learn
- Involve pupils in evaluating and improving their own performance
- Use the school's assessment procedures to analyse outcomes and inform planning to ensure good progress for all pupils
- Participate in the preparation of pupils for public examinations and in assessment of pupils for the purposes of those examinations
- Identify and support more able pupils, those working below expectations and those experiencing behavioural, social or emotional difficulties
- Report on pupils' attainment and progress orally and in writing, concisely, informatively and accurately for parents, carers, other professionals and pupils
- Write an annual report for each child in their care in accordance with school procedures

Teaching and class management

Teachers at Oakridge School

- Have high expectations of pupils
- Establish a purposeful learning environment
- Teach the required knowledge, understanding and skills relevant to the curriculum
- Teach clearly structured lessons or schemes of work which interest and motivate pupils and

- Make learning objectives clear to pupils
- Employ interactive teaching methods and collaborative group work
- Promote active and independent learning that enables pupils to think for themselves and plan and manage their own learning
- Plan effectively to meet the needs of pupils in their classes with special educational needs, with or without statements, and in consultation with the Inclusion Co-ordinator contribute to the preparation, implementation, monitoring and review of individual education plans or the equivalent.
- Differentiate their teaching to meet the needs of all pupils
- Take account of the varying interests of pupils
- Organise and manage teaching and learning time effectively
- Take responsibility for the safety of their pupils both in school and when engaged in authorised activities elsewhere by:
 - Managing space, tools, materials and other resources safely
 - Actively supervising children during learning and transition activities (changing for PE, entering and leaving classrooms, in corridors etc)
- Set high expectations for pupils' behaviour, promote self-control and independence, establishing a clear framework for classroom discipline to anticipate and manage pupils' behaviour constructively
- Secure a standard of behaviour that enables pupils to learn, and act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school
- Make effective use of the school's ICT resources to support teaching and learning
- Provide homework and other work which consolidates and extends work carried out in class and encourages pupils to learn independently
- Manage the work of support staff to ensure the maximum learning opportunities for pupils, sharing planning and ensuring that resources are available in advance to ensure effective adaptations are made
- Challenge bullying in accordance with school policy and encourage equal opportunities for all children

Safeguarding

- To contribute to a positive and robust safeguarding culture.
- To ensure safeguarding is a priority in the school.

Health and Safety

- Take reasonable care of their own health and safety and that of co-workers who may be affected by their actions.
- Cooperate with your employer in complying with health and safety duties.
- Not recklessly interfere with or misuse anything provided for health and safety purposes.
- Undergo first aid training when necessary.

Professional Conduct

- Ensure the highest standard of confidentiality and professional conduct at all times, and in particular with other members of staff.
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity.
- To ensure that the school's dress code is adhered to.
- To maintain professional behaviour outside school and within the community.
- To maintain high standards with regards to timekeeping.
- To communicate professionally and with respect to all colleagues, adhering to the Oakridge Communication Charter.
- To abide by GDPR policies and practice.
- To act in accordance with the staff code of conduct and teaching standards at all times.

To undertake other duties as may be required in consultation with the Head Teacher, without materially altering the nature of the tasks outlined above.

Oakridge School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Name _____

Name_____

Signed _____

Signed _____

Date _____

Date_____