



# INFORMATION PACK

## Class Teacher



# JOB DESCRIPTION

**Job Title:** Class Teacher

**Contract Term:** 0.6 - 1.0 FTE, Fixed Term Contract until 31/08/2026

**Salary:** MPS/UPS

**Line Manager:** Headteacher

**Disclosure Level:** Enhanced DBS

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## JOB PURPOSE

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. Job Purpose To be a class teacher in Reception, KS1 or KS2.

## MAIN RESPONSIBILITIES

- To carry out the professional duties of a main grade teacher under the teacher's contract (as defined in the most recent school teachers' pay and conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.
- To be an excellent role model for the school community
- To teach children within EYFS, KS1 or KS2 Pastoral Care
- To help promote and safeguard the welfare of all children

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Ensure that a high standard of care for all children is maintained
- To develop and implement equality of opportunity effectively throughout the school.
- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents/carers, the local community and Governors
- To provide information to the Governing Body to enable it to meet its responsibilities
- To ensure that parents/carers and children are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- To share in the corporate responsibility for the wellbeing and discipline of all pupils.

### **Subject Leader Responsibilities (not NQTs):**

- To promote the highest standards of achievement in a subject area through effective leadership and management of the subject.
- To support the raising of standards within the subject they are leading across the whole school with support from the Leadership Team.
- With support from the LT, develop and review a curriculum subject and related action plans, policies, schemes of work, initiatives and training.
- With support from the LT, lead school planning with regard to School and National Curriculum expectations.
- To establish and maintain regular communications with LT. To work closely with LT members to draw up, implement, monitor and evaluate the School Improvement Plan. To contribute to relevant sections of the SEF (Self-evaluation form)
- To act as a role model in planning for, delivery of, evaluation of and reflection on own teaching of the curriculum area
- To brief and update colleagues on relevant policy and practice through meetings and workshops
- To lead staff Professional Learning sessions
- To lead and manage meetings
- With support from the LT, help identify and facilitate the training needs of colleagues.
- To delegate tasks to colleagues when appropriate.
- To encourage, support and develop effective working relationships with colleagues and parents to enhance pupil learning.
- To liaise with other subject leaders and class teachers across the River Learning Trust. To liaise with outside agencies (particularly advisors and consultants).

- To manage a budget when required.
- To maintain a record of equipment and resources.
- To encourage and actively support the establishment and maintenance of a stimulating, purposeful working environment.
- To manage the allocation of equipment and resources.
- To monitor and evaluate pupils' learning and, where appropriate, appraise colleagues' work in accordance with the schools monitoring schedule.
- To observe colleagues at work to inform and improve their practice.
- To create opportunities for colleagues to learn from each other.
- With support from the LT ensure monitoring, assessment and review of pupil's work and recorded achievements inform future planning.
- To work with colleagues to establish a consistent view of school standards of achievement within a curriculum area.
- To ensure necessary administration requirements are fulfilled.
- To establish and maintain regular communications
- To establish and carry out record-keeping procedures to meet requirements of school and National expectations and policies
- With support from the Business Manager, maintain a stock ordering procedure in order to manage availability of resources.
- Keep an up to date Subject Leader File.

### **General responsibilities as part of the Trust Central Team**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **SAFEGUARDING STATEMENT**

*Charlbury Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

## CLASS TEACHER MPS/UPS - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
UK recognised Qualified Teacher Status	x		Application Form
Current DBS		x	Interview
Evidence of participation in professional learning	x		Application Form & Interview
Excellent classroom behaviour management	x		Interview
Skills & Knowledge			
A clear understanding of primary education including the EYFS curriculum and the National Curriculum	x		Application Form & Interview
A proven record of raising achievement	x		Application Form & Interview
Experience of working with children with SEND	x		Application Form & Interview
Excellent interpersonal skills	x		Application Form & Interview
Ability to support parents and carers to improve outcomes for their children	x		Application Form & Interview
Appropriate ICT skills to support learning	x		Application Form & Interview
Good organisational and time management skills	x		Application Form & Interview

## CLASS TEACHER MPS/UPS - PERSON SPECIFICATION

Proactive in approaching the resolution of problems	x		Application Form & Interview
<b>For ECTs:</b> Ability to support a subject leader in order to develop your own capacity to lead a subject in the future.	x		Application Form & Interview
<b>Teachers with more than one year's experience</b> Experience of successful coordination of a curriculum subject area	x		Application Form & Interview
<b>Teachers with more than one year's experience</b> Experience of successful coordination of a curriculum subject area	x		Application Form & Interview
<b>Safeguarding</b>			
Understanding of current statutory processes, procedures and associated documentation	x		Application Form & Interview
<b>Personal attributes</b>			
Ability to be flexible	x		Application Form & Interview
Resilience	x		Application Form & Interview
Aspirational	x		Application Form & Interview
<p><b>Safeguarding Statement</b></p> <p><i>Charlbury School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role</i></p>			

# RIVER LEARNING TRUST

Charlbury is part of River Learning Trust (RLT), a multi-academy trust responsible for 29 primary and secondary schools and a teaching school hub in Oxfordshire and Swindon, as well as a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles.

Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together. Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles.

We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and really well-trained, motivated colleagues operating in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate around 15,500 pupils and have more than 2,000 colleagues working in the trust. Our school-centred initial teacher training arm (OTT) trains around 150 trainees in around 50 schools in Oxfordshire, Berkshire and Wiltshire.

## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gosford Hill School  
Gillotts School  
Kingsdown School  
Meadowbrook College  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Edward Feild Primary School

Garsington CofE Primary School  
Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## SCITT (TEACHER TRAINING)

OTT

## TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



