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Shine as Lights in the World  
Philippians 2.15

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## JOB DESCRIPTION - TEACHER

### GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Overall purpose of the post:

To ensure the effective education of children in accordance with the school's aims and policy statements agreed with the Governing Body.

### Key aims

- Take responsibility for the day-to-day running of a class, ensuring that every child reaches their full potential.
- To ensure excellent behaviour of children and to support the school values and ethos
- To establish good relationships with parents and encourage parents' involvement in their child's education.
- To offer children in the class a broad, fun and balanced curriculum and opportunities for active and independent learning.

### Key teaching tasks:

- To plan, organise and deliver a rich curriculum.
- To teach the assigned class with enthusiasm and purpose.
- To undertake detailed observations of children, mark work where appropriate and provide timely feedback to all children.
- To assess, record and report on the development, progress and attainment of all children in the class.

### Other class-linked responsibilities:

- To promote the general well-being of all children in the class.
- To provide pastoral support and guidance to the children in the class.
- To record and report on the social development of the children.
- To communicate and consult with parents and be involved with parent's meetings.
- To provide written and oral reports on class members.

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- To consider Health and Safety issues when on and off school premises.
- To help maintain a lively, caring and attractive class environment in line with the school's aims.
- To take responsibility for the Safeguarding of children at Wychwood.

Broader professional responsibilities:

- Work with others to develop teaching strategies.
- Participate actively in appraisal of performance arrangements.
- Review teaching methods and programmes of work in line with school requirements.
- Seek out further training and development to meet school and personal needs.
- Participate in meetings relating to the curriculum, organisation or pastoral responsibility.
- Contribute to the development of other teaching and non-teaching staff.
- Manage and support teaching assistant in order to maximise learning.

Subject Co-ordinators will be expected to:

- Set high personal standards of teaching within the subject.
- Keep up to date with the latest subject developments.
- Develop the school policy and scheme of work with other staff across all age groups.
- Develop assessment, recordings and reporting procedures across all age groups.
- Moderate levels of achievement in the subject with other staff.
- Track standards in the subject.
- Monitor the quality of teaching and learning with confidence.
- Lead Inset and staff discussion as agreed.
- Report to governors and parents on curriculum developments.

Wider responsibilities

- To contribute positively to staff meetings and training.
- To be a full member of our school partnership – The Burford Partnership.
- To be fully involved in the life of the school including PTA events and extra-curricular activities.
- To be an excellent role model to all stakeholders and children at all times.

**Members of staff will be expected to follow school policies related to safeguarding, child protection and health and safety.**

September 2025