



## St Mary's C of E (Aided) Primary School

The Green  
Chipping Norton  
Oxfordshire  
OX7 5DH

### Job Description

**Job title:** Class Teacher

**Date JD updated:** 2025

**Job titles reporting to the Job Holder:** Teaching Assistant (where applicable)

**Job Holder responsible to:** Head Teacher

**Job Purpose:**

- To enable children to make good progress in their learning by building upon the skills and knowledge they have learned.
- To deliver high quality learning and teaching opportunities, which enable pupils to achieve high standards of attainment and high levels of engagement in their learning
- To assist all pupils to develop emotional security, self-belief and a progressively maturing set of social skills to enable them to interact with others

**This job is Accountable for:** **Planning Learning**

Ensure that learning is appropriately adapted so that it is well pitched and all pupils are challenged at their current level of understanding. Plan rich and stimulating learning activities that achieve good progression in pupils' understanding by:

- identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
- setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning
- setting clear objectives for pupils' learning that build on prior attainment

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- Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils' attention and lead to independent exploration.
- Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning.
- Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

### **Teaching and classroom management**

- Ensure effective teaching of the whole class, and of groups and individuals within the whole-class setting, so that learning objectives are met and pupils' learning time is used efficiently.
- Establish and maintain a purposeful learning atmosphere.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
- Establish a safe, well organised and secure learning environment which promotes pupils' confidence.
- Use teaching methods which capture pupils' interest and maintain their engagement through:
  - Offering rich, captivating learning activities
  - Setting the highest expectations for all pupils
  - Clearly establishing a purpose for learning, placing it within a context
  - Effective questioning that includes open and closed questions, together with the use of probing, supplementary questions
  - Providing frequent opportunities for pupils to learn through talk and interaction
  - Stimulating intellectual curiosity and communicating enthusiasm for learning
  - Matching the teaching approaches used to the subject matter and the age of the pupils being taught
  - Modelling good language dialogue around children
  - Modelling good social skills to children
  - Clear instruction, effective modelling and accurate explanation
  - Listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward

- Selecting and making good use of ICT and other learning resources which enable learning objectives to be met
  - Providing opportunities to develop pupils' wider understanding by relating their learning to 'real life'
- Reflect and evaluate your own teaching practice critically and use this to improve your effectiveness as a teacher

#### **Monitoring, assessment, recording, reporting and accountability**

- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching
- Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils' progress.
- Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents/carers.

#### **Management and administration**

- Participate in administrative and organisational tasks related to the responsibilities described above.
- Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
- Participate in any arrangements made by the school for performance management and continuing professional development.
- Foster close relationships with parent/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.

**Special conditions:** St Mary's Church of England (Aided) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

**Principal contacts:** Parents and Carers, Staff and Governors, Senior Managers, External Agencies.

The job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the

general character of the post or level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify reconsideration of the grading of the post.