



# Class Teacher Job Description

<b>Post Title:</b>	Class Teacher
<b>Responsible to:</b>	Headteacher / Leadership Team
<b>Contract Type:</b>	1 Year Fixed Term, Full Time
<b>Salary:</b>	Main Pay Scale / Upper Pay Scale

## Main Purpose

- To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all children.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## KEY DUTIES AND RESPONSIBILITIES

### Teaching, Planning and Class Management

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned children, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of children
- Set high expectations which inspire, motivate and challenge children
- Promote good progress and outcomes by children
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing children for external tests
- Attend assemblies, and events, and contributing to the preparation of these throughout the year;
- Create a safe and stimulating learning environment that supports learning and in which children feel secure and confident.
- Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.

### Whole-school organisation, strategy and development

- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement, the Governors' Curriculum Statement and the School Improvement Plan;
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes



### **Health, safety and discipline**

- Promote the safety and wellbeing of children
- Maintain good order and discipline among children, managing behaviour effectively to ensure a good and safe learning environment
- Maintain appropriate risk assessments in line with school policies

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate
- Take responsibility for one's own professional development including Performance Management procedures.

### **Communication / Working with Stakeholders**

- Communicate effectively with children, parents and carers
- Manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues, parents, governors and children

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff as appropriate
- Deploy resources delegated to them

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of children, including sharing concerns where necessary
- Promote the safeguarding of all children in the school

### **Other areas of responsibility**

- Be a subject leader for a curriculum area, promoting excellent standards, overseeing the delivery, monitoring and providing feedback and training/coaching to staff
- Developing policies and curriculum alongside the assistant headteachers, reviewing the vision aims and purpose of the subject



# Class Teacher Person Specification

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Successful primary teaching experience</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the National Curriculum / Early Year Curriculum</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn across different year groups</li><li>• Ability to adapt teaching to meet children's needs</li><li>• Ability to build effective working relationships with children</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support learning</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all children and promoting the ethos and values of the school</li><li>• High expectations for children's attainment, progress and behaviour</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Sense of humour and good interpersonal skills</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2025

Next review date: December 2026

Headteacher/line manager's signature:

Date:

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