



Class Teacher Job Description

Post Title:	Class Teacher
Responsible to:	Headteacher / Leadership Team
Contract Type:	1 Year Fixed Term, Full Time
Salary:	Main 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
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum / Early Year Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn across different year groups• Ability to adapt teaching to meet children's needs• Ability to build effective working relationships with children• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all children and promoting the ethos and values of the school• High expectations for children's attainment, progress and behaviour• Ability to work under pressure and prioritise effectively• Sense of humour and good interpersonal skills• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

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

Last review date: March 2025

Next review date: March 2026

Headteacher/line manager's signature:

Date:
