

Portswood Primary School

Job Description

Class Teacher

Salary:	Main Scale
Hours:	0.6FTE
Contract:	Permanent
Responsible to:	Headteacher
Requirements:	To take on the role of an effective classroom practitioner in Key Stage 1
Closing date:	15 June 2026, 12.00 noon
Interview date:	22 June 2026

Principle Responsibilities

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To meet the expectations set out in the Teachers' Standards
- To teach to / to continually strive to teach to an outstanding level
- To assist in raising and maintaining standards of pupil attainment and achievement at the school
- To promote learning and to monitor, support and be accountable for pupil progress
- To ensure consistently high levels of professionalism are maintained
- To promote the school's belief in creating a safe environment for pupils through robust safeguarding practices and maintaining an environment where pupils feel confident to approach any member of staff with a concern

Duties and Responsibilities

The Classroom Teacher will be responsible for:

Professional Standards

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To meet and maintain the expectations set out in the Teachers' Standards at all times
- To support the aims and ethos of the school as defined through school policies
- To set a professional example in terms of punctuality and attendance
- To consistently and fairly apply the school's reward and sanctions procedures

Teaching

- Planning and teaching well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment

- Adapting teaching to respond to the strengths and needs of pupils
- Setting high expectations which inspire, motivate and challenge pupils
- Promoting good progress and outcomes by pupils
- Demonstrating good subject and curriculum knowledge
- Participating in arrangements for preparing pupils for external tests
- Promoting, supporting and facilitating inclusion, by encouraging participation of all pupils in learning and extracurricular activities
- Organising and managing teaching space and resources to help maintain a stimulating and safe learning environment
- Using IT skills to advance learning
- To ensure a positive classroom atmosphere
- To foster and encourage intellectual curiosity
- To deal with inappropriate behaviour quickly, consistently and effectively in accordance with the school behaviour policy
- To attend staff meetings
- Undertaking any other relevant duties given by the Head of School

Whole-school organisation, strategy and development

- Contributing to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Making a positive contribution to the wider life and ethos of the school and the HISP Multi Academy Trust
- Working with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety, and discipline

- Promoting the safety and wellbeing of pupils, and helping to safeguard pupil wellbeing by following the requirements of Keeping Children Safe in Education and the school's child protection policy
- Maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Keeping knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role by taking part in further training with support from the school
- Taking part in the school's appraisal procedures
- Where appropriate, taking part in the appraisal and professional development of others

Communication

- Communicating effectively with pupils
- To ensure effective communication and consultation with parents and carers

Working with colleagues and other relevant professionals

- Communicating knowledge and understanding of pupils to other school staff and collaborating and working with education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Developing effective professional relationships with colleagues

Personal and professional conduct

- Upholding public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Having proper and professional regard for the ethos, policies and practices of the school and the HISP Multi Academy Trust, and maintaining high standards of attendance and punctuality
- Understanding and acting within the statutory frameworks setting out their professional duties and responsibilities

School Ethos

- To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all pupils to follow this example

Other areas of responsibility

- To take responsibility for leading a foundation subject (experienced teachers)

Other

- To undertake supervisory duties as is required
- To attend and lead assemblies
- To undertake all training as required
- To work co-operatively with others towards shared goals
- To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To promote and ensure the health and safety of pupils, staff and visitors at all times

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.