



# Teacher Job Description

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March 2026

## **All staff are expected to:**

- work in accordance with school policies, acting as excellent role models;
- put the needs of the school's pupils first and actively promote an enthusiasm to learn.

## **All teachers are:**

- expected to have attained the National Standards for Qualified Teacher Status;
- expected to enhance and update their teaching skills through continuing professional development.
- entitled to regular reviews of their performance in accordance with the School's Appraisal policy. Teachers will work in accordance with the current **DfE Teachers Pay and Conditions of Service document**.
- are required to be available to work 195 days per year, determined by their employer, 190 of these shall be teaching days.
- required to be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year. Teachers are required to work such additional hours as may be needed to enable them to discharge effectively their professional duties, including, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes.

## **Class Teachers are responsible to the Headteacher to:**

- provide for the educational care and development of a class group of children and any other groups to which you are assigned;
- keep the welfare of pupils as a paramount concern;
- ensure high expectations of all pupils and high standards of teaching and learning;
- create a positive learning environment that is inclusive and organised;
- develop positive relationships with pupils, underpinned by a belief in every child's ability to succeed;
- use timely feedback and encourage pupils to reflect on and take ownership of their learning;
- motivate and enable all pupils to meet age-related expectations or make strong progress from their starting points;
- show a thorough understanding of each pupil's needs, and adapt learning where necessary, guiding pupils to become confident, independent and determined learners;
- use well-planned learning activities to provide appropriate support and challenge;

- plan and teach a broad and balanced coverage of the National Curriculum in accordance with school policies;
- ensure the use of first-hand learning opportunities;
- ensure teaching pays due regard to the social, moral, spiritual, cultural and personal development of St Luke's School pupils in a multi-cultural society;
- meet with colleagues to ensure continuity, progression and promote teamwork;
- work collaboratively with parents; report and discuss progress and pupil needs through parents' evenings and written reports, ensuring parents are well-informed of their strengths and next steps;
- consistently apply the school's behaviour policy, maintaining high expectations;
- undertake any duties which may reasonably be given to you by the head teacher.
- Non-ECT teachers are expected to lead a core subject or 2 foundation subjects.

***Teachers with a TLR are expected to have a key strategic role, working closely with the Head and Deputy Headteacher, specifically***

- undertaking the professional duties of the Headteacher in the event of her or the Deputy Head's absence from school;
- monitoring implementation of policies and progress of objectives set out in the School Improvement Plan.
- managing staff and resources to that end;
- leading, managing, monitoring, evaluating and reviewing the curriculum and teaching and learning to ensure continuity, progression and the best possible outcomes
- maintaining a good level of knowledge and understanding of current and projected assessment, recording and reporting requirements and good practice;
- managing staff, ensuring staff meet current assessment, recording and reporting requirements
- supporting other teaching staff to plan and teach effectively.
- planning and providing curriculum related inset;
- providing pastoral care for pupils and staff;
- developing good team spirit with all members of the school's community;
- ensuring the maintenance of high standards of behaviour through the development and implementation of the school behaviour policies;
- ensuring high standards of health and safety;
- undertaking any professional duties reasonably delegated to you by the Headteacher.

*R Goplen  
Headteacher  
March 2026*