



JOB DESCRIPTION

SCHOOL: NEWCHURCH COMMUNITY PRIMARY SCHOOL

This job description outlines duties which are in addition to those detailed in the duties of a school teacher as set out in the Teachers' Pay and Conditions document and the Professional Standards for Teachers

POST DETAILS

Job Title: Class teacher (KS1 or KS2)

Directly Responsible To: Headteacher

Directly Responsible For: The post holder will take responsibility for a class of children as directed by the Headteacher and in accordance with the duties listed below.

Job Purpose: The post holder must carry out the duties in accordance with school's policies with full regard for the school's improvement plan, safeguarding policy, equality and diversity policy and health and safety policy.

WORKING RELATIONSHIPS

1. To interact on a professional level with all colleagues and establish a good working relationship which will promote the effective development and delivery of the school curriculum and maximise pupil achievement;
2. Developing and maintaining positive relationship with parents, ensuring an ongoing dialogue with parents to share relevant information about pupils' attainment, progress and well-being and which involve them actively in the classroom and in the learning process;
3. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children;

KEY TASKS AND ACCOUNTABILITIES

1. Ensuring effective progression in the teaching of all the pupils in your class based upon a clear understanding of their individual educational needs and prior learning;
2. Creating a well-ordered, secure and caring environment that promotes the educational and personal well-being of all children in the class;
3. Undertaking careful planning to ensure the delivery of the curriculum in a manner which promotes high expectations for all pupils and ensures high levels of interest;
4. Maintaining high standards of behaviour through positive behaviour management strategies, in accordance with the school's policies and procedures;
5. Creating a stimulating learning environment which supports learning activities, encourages independence and celebrates pupils' achievements;
6. Ensuring careful and ongoing assessment of the pupils learning and using this to inform further planning;
7. Mark and monitor pupils' work, providing timely, accurate and constructive feedback on learners' attainment, progress and areas for development;
8. Ensuring that the curriculum is differentiated and that tasks and activities are matched to the ability of the children and cater for a range of learning styles, so allowing all pupils to make progress at the right pace and level;
9. Delivering lessons in a manner which encourages pupils to think about and take responsibility for their own learning.
10. Evaluating own teaching honestly and critically to improve effectiveness;
11. Completing all assessments and records as determined by school policy / National requirements in a timely fashion;
12. Ensuring the effective and efficient deployment of classroom support;
13. Working with school leaders to track the progress of individual children and intervene where pupils are not progressing as well as expected;
14. Contributing towards the development of the school and implementation of whole school policies;
15. Carry out all duties with regard to confidentiality and data protection regulations;
16. Be responsible for the safeguarding and promoting the welfare of children;
17. Ensuring that equal opportunities are implemented in the classroom and throughout the school;
18. Undertake such additional duties as are reasonably commensurate with the level of this post;

REVIEW ARRANGEMENTS

The content of this job description reflects the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. This will be subject to alteration in light of any new legislation or revised employment. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or level of responsibility entailed. Consequently, the school will revise this job description on an annual basis and, in consultation with the postholder, make any amendments as appropriate.

Date Job Description Prepared/Revised: 3rd May 2025

Signed By Postholder: _____

Date: _____

Signed by Headteacher: _____

Date: _____