



St. Margaret's CE Primary School

JOB DESCRIPTION

Post: Class Teacher
Grade: MPR
Start date: September 2025
Line Manager: Headteacher

General duties

- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document.
- To carry out professional duties and to have responsibility for an assigned class.
- To carry out such other duties as are reasonably assigned by the Headteacher.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the LA and school.
- To promote the aims and objectives of the school and to support and further the Christian ethos.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's Equal Opportunities Policy.

Specific Responsibilities

- To plan and deliver a curriculum appropriate to the needs of all children and in accordance with the requirements of the National Curriculum, school policies and schemes of work.
- To assess, record and report the development, progress and attainment of pupils in accordance with the schools' assessment and evaluation procedures.
- To monitor, mark and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To ensure excellent behaviour and attitudes within the classroom and the school in accordance with school policy.
- To effectively lead and manage the work of Teaching Assistants and other adults within the classroom.
- To build and maintain partnerships with parents and carers and to communicate with them about pupils' learning and progress.
- To work in partnership with the children, their parents, other members of staff and outside agencies to promote the well-being and educational progress of each pupil.
- To carry out administrative and supervisory tasks as specified in the Staff Handbook.
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work and development of the school.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To participate and engage with the Appraisal process to enable professional development and improvement.
- To lead acts of collective worship.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To ensure the safety of all staff and pupils within class team by monitoring risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within class team are aware of potential risk factors and school procedures for managing risk effectively.
- To ensure when working with computerised systems that you are completely aware of responsibilities at all times under the UK General Data Protection Regulation and the Data Protection Act 2018 and for the security, accuracy and significance of personal data held on such systems.
- To be aware of, and act in accordance with, expectations made in the Staff Code of Conduct Policy.

Subject Leadership

- To have a general responsibility for the development of a whole school approach to your subject area.
- To lead and develop your subject throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
- To monitor, review and evaluate your subject to ensure that it is being effectively delivered throughout the school.
- To develop and maintain a whole school approach to your subject including recording and assessment and the use of tests, to ensure equal access for all pupils.
- To provide the Headteacher, governors and other relevant staff with subject or pupil performance information.
- To be accountable to the Headteacher for all delegated curriculum and management tasks.

Signed _____ Postholder

Date _____

Signed _____ Headteacher

Date _____