

JOB DESCRIPTION

FOR TEACHERS OTHER THAN HEAD TEACHERS

SCHOOL: Sutton-cum-Lound CofE Primary School

NAME OF POSTHOLDER:

Job title: Class Teacher

Pay Scale: M1 to M4

Job purpose: Class teacher to plan, adapt and resource appropriately to meet the needs of the pupils in the class.

Post(s) Responsible to: Headteacher and/or Senior Leadership Team

Post(s) Responsible for: Class Teacher

Date of issue: 25th March 2026

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CORE REQUIREMENTS OF THE POST:

- As *Teacher* you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

For Teachers other than Deputy/Assistant Head, Advanced Skills Teachers only:-

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

PARTICULAR RESPONSIBILITIES:

- i) The post requires you to:-
- teach pupils within the primary age range in accordance with the professional duties of a teacher.
 - take an equitable share of whole school curriculum care and management responsibilities.
 - carry out your duties in line with the key tasks and management procedures of the school.

li ***(Where applicable i.e. for teachers undertaking additional leadership / teaching and learning responsibilities)***

The following duties and responsibilities are required of you over and above those common to the majority of teachers in the school namely:-

Leading and managing staff

Leading, managing and developing teaching and / or pupil development

Strategic management and development

Details of these additional responsibilities are shown in Annex B

Issued by:

Received by:

Head Teacher

Post Holder