



Job Description for an ECT class teacher post at Joseph Hood Primary School

POST TITLE: KS2 CLASS TEACHER, though should be able to teach across at least two key stages.

CONTRACT TYPE: Full time, 1 year fixed term contract initially with view to becoming permanent should a role become available.

START DATE: September 2026

SALARY GRADE: Main Pay Scale - Inner London allowance (ECT 1)

JOB CONTEXT: This job description recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the governors of the school and Federation.

PURPOSE: To take responsibility for a class of pupils. To promote effective teaching and learning for these pupils and secure a high pupil achievement. To take responsibility for subjects and management areas as agreed with the headteacher.

ACCOUNTABLE TO:

For management:

Executive Headteacher

For performance management:

Head of School/ Assistant Heads

AUTHORITY TO:

- Implement rewards and sanctions within the school policies and procedures.
- Liaise with parents or other responsible adults and with professional staff in accordance with the school policies and procedures.

ENTITLEMENT:

- Performance management annual review.
- Training and development within the school's inset and in accordance with the staff development policy.
- ECT support programme, both in school and through the approved body, the Wandle teaching hub
- Appropriate professional support from the Head of School
- To be consulted before any change is made to this job description.

Core responsibility of class teacher:

- Organisation and management of the classroom
- Preparation of lessons
- Safeguarding of all pupils
- Inclusion
- Assessment of pupils work
- Standards achieved by pupils
- Behaviour management
- Administration
- Work with and contribute to the team
- Whole school ethos
- Health and safety
- Equal opportunities
- Wider contribution to the school

KEY ACCOUNTABILITIES

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum, assessment and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Policy and Leadership

- To use and implement all school policies
- To plan and assess pupils learning using knowledge of school policies, schemes of work, and National Curriculum requirements for the relevant areas

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, following the school behavior policy

Management of Teaching and Learning and Evaluation

- To provide for the learning experience and be responsible for the standards of pupils in the class or teaching group.
- Using knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups.
- To promote progression, continuity and quality of learning.
- Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Use a variety of suitable teaching and learning styles that communicate clear learning objectives and expectations.
- To monitor and evaluate pupils' learning.
- Monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- Keep records of pupils' progress and report achievement in line with school policy and statutory requirements.
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Management of People

- To lead and manage and work collaboratively with a group of pupils and when appropriate, other adults and colleagues.
- Plan to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
- Work as a member of a team; planning co-operatively, sharing information, ideas and expertise.
- Establish good relationships with parents to promote pupils' learning and development.

Management of Financial and Physical Resources

- Organise and maintain a stimulating working environment for the range of activities taking place.

- To manage resources in order to develop pupils' responsibility for resources and the environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Administration

- To ensure that administrative requirements are fulfilled promptly and accurately.
- To keep records, provide written reports to parents and carry out procedures to satisfy school policies.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities