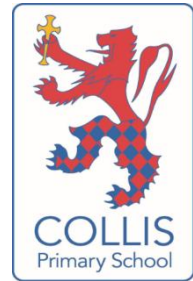


COLLIS PRIMARY SCHOOL

JOB DESCRIPTION



Post: Class Teacher

Employment Status: Permanent Full-Time

Salary Scale: MPS / UPS

Responsible to: Head Teacher

Effective from: September 2025

The Key Tasks

The key tasks of the role are to:

- Be responsible for the teaching and welfare of the children in your class and the School
- Promote the progress and well-being of every child
- Plan, implement and deliver an appropriate curriculum for all pupils
- Undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document and the Teachers' Standards

Main Responsibilities

The main responsibilities of the role are to:

- Teach a class or group of children, according to their educational needs
- Plan and prepare lessons in line with the national and school's curriculum
- Differentiate work for pupils and provide for individuals within the group/class including provision for the most and least able
- Mark and provide feedback on work set in school and for home learning
- Represent the ethos and core values of the school while teaching pupils
- Assess, record and report on the progress, development and attainment of children
- Set and achieve specific goals and targets for individual children and for class/groups/sets using previous attainment profiles
- Use effective skills in classroom organisation and management, creating a positive learning culture
- Provide a supportive learning environment where resources can be accessed appropriately by all pupils
- Implement and follow school policies and procedures as approved by the governors and the senior leadership team

Other Duties and Responsibilities

- Direct, organise and manage the work of support staff within the classroom
- Communicate and consult with parents
- Communicate with external agencies, where appropriate
- Co-ordinate a subject or curriculum area, monitoring, evaluating and developing the area in line with the School Improvement Plan and national initiatives. Provide motivation and support in the subject for other teachers
- Contribute to the wider aspects of school life such as clubs, performances and PTA events
- Adhere to all aspects of the School's safeguarding and child protection policy
- Follow the School's behaviour policy using positive reinforcement
- Maintain high standards of behaviour for pupils both in school and when engaged in educational activities off site

Professional Development

- Participate in arrangements for appraisal in accordance with school policy
- Attend and participate in meetings at the School which relate to teaching and learning, administration or organisation of the School
- Take part in the School's staff development programme by participating in arrangements and opportunities for continuous professional development
- Undertake other duties from time to time as required by the Head Teacher

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS.