



# Ashdon Primary School

## Job Description & Person Specification



### Job Description

**Post title:** Class Teacher (Mixed-Age Class)

**Salary:** Main Pay Scale

**Responsible to:** Headteacher

**Start date:** September 2026

The professional duties of teachers (other than the Headteacher) are set out in the School Teachers' Pay and Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of this post, along with the particular duties expected of the post holder, are set out below. The successful candidate will teach a mixed-age class; the exact class will be confirmed on appointment, depending on the wider staffing structure.

#### **Job purpose**

---

- To ensure high-quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.
- To coordinate activities relating to a subject area or areas across the school (dependent on experience and agreed on appointment).

#### **Teaching and learning**

---

- To have up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To plan, prepare and deliver effective lessons across a mixed-age class, ensuring all pupils have the opportunity to meet their potential regardless of starting point, background or need.
- To use teaching strategies that keep pupils engaged through effective questioning, clear explanation and good use of resources.
- To set high expectations for pupil behaviour, establishing and maintaining good standards based on mutual respect and personal responsibility.
- To create a safe, stimulating and inclusive learning environment in which pupils feel secure and confident.

#### **Assessment and inclusion**

---

- To assess, record and monitor each pupil's progress and to report to parents and carers.
- To provide constructive oral and written feedback on pupils' class and home learning.
- To plan effectively to meet the needs of pupils with Special Educational Needs and Disabilities, and, in collaboration with the SENDCo, to prepare, implement, monitor and review provision and One Plans.

- To take account of the needs of pupils who are underachieving, the most able, or not yet fluent in English.

## Wider professional responsibilities

---

- To take responsibility for implementing school policies and practice, including those relating to safeguarding, equality of opportunity and inclusion.
- To take responsibility for the coordination of a curriculum area or areas, leading, monitoring and developing the subject across the school.
- To work effectively as a member of the school team, building and maintaining positive relationships with colleagues, pupils, parents and the wider community.
- To deploy and manage support staff and other adults effectively, involving them where appropriate in the planning and management of pupils' learning.
- To take responsibility for your own professional development, including through Performance Management, and to attend training in and out of school as directed by the Headteacher.
- To set a good example to pupils through your presentation and personal conduct, and to model the school's values.

## Safeguarding

---

The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and Safeguarding procedures and to share the Governing Body's commitment to safeguarding and promoting the welfare of children.

This job description will be reviewed annually as part of the Performance Management process. It is not exhaustive and may be amended, following consultation, to reflect the changing needs of the school. Your continued professional development will be encouraged and supported through relevant CPD and networking opportunities.

## Person Specification

*E = Essential D = Desirable. Criteria will be assessed through the application form, supporting statement, interview, selection tasks and references.*

Criterion	E / D
<b>Qualifications and training</b>	
Qualified Teacher Status (QTS)	E
Evidence of recent and relevant continuing professional development	E
Further qualification or training relevant to a curriculum leadership area	D
<b>Experience</b>	
A proven track record as an effective classroom practitioner	E
Experience of teaching across the primary age range	E
Experience of teaching a mixed-age class	D
Experience of leading or coordinating a curriculum subject across a school	D
<b>Knowledge and understanding</b>	

<b>Criterion</b>	<b>E / D</b>
Secure knowledge of the primary curriculum and effective assessment practice	E
Understanding of how to meet the needs of pupils with SEND and other additional needs within an inclusive classroom	E
Understanding of strategies for high standards of behaviour based on mutual respect	E
Clear understanding of the teacher's role in safeguarding and child protection	E
Understanding of effective approaches to teaching across mixed-age groups	D
<b>Skills and attributes</b>	
Ability to plan, deliver and assess high-quality, engaging lessons for all pupils	E
A passionate, creative and self-motivated practitioner with a positive outlook	E
A strong communicator with pupils, colleagues, parents and the wider community	E
Well organised, with the ability to prioritise and remain calm under pressure	E
Ability to work effectively as part of a small, close-knit team	E
Ability to deploy and manage support staff effectively	D
<b>Personal qualities and values</b>	
Commitment to raising outcomes for all pupils in an inclusive school	E
Genuine care for the welfare and wellbeing of every child	E
Commitment to safeguarding and promoting the welfare of children	E
Commitment to own professional development and to that of the wider team	E
Willingness to contribute to the wider life of a small village school	E

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, satisfactory references and medical clearance.