



Class Teacher Job Description 2025

Purpose of the Job:

- To uphold the vision of Moss Park Primary School, following all policies and guidance as required.
- To take responsibility for the organisation and management of a class.
- To provide effective teaching and learning and contribute to raising standards within the school.

Salary:

The post holder will be paid on the appropriate point of the main scale according to the outcomes of annual appraisal.

Line of Responsibility:

All teachers are directly responsible to the Headteacher.

Job Content:

Strategic Purpose

The basic duties are outlined in the latest School Teachers' Pay and Conditions Document. The post holder will maintain a good understanding of whole school curriculum, assessment, safeguarding and pastoral policies.

Core Responsibilities:

Teaching

- Plan from the school curriculum medium term plans that are reflective of the National Curriculum 2014 requirement and EYFS Statutory Framework
- Teach clearly structured lessons or sequences of work, which interest and motivate all learners and in which:
 - Individual needs and abilities are taken into account
 - Interactive teaching methods and collaborative group work are employed
 - Active and independent learning is promoted that enables learners to think for themselves and to plan and manage their own learning.
- Be fully aware of individual prior levels of attainment and use this information to plan differentiated tasks and set accurate targets
- Set challenging teaching and learning intentions, which are relevant to and based on knowledge of all learners and take account of:
 - Their learning needs and abilities.
 - Evidence of their past and current achievement.
 - The expected standards for learners of the relevant age range.
 - The range and content of work relevant to that phase.
- Set appropriate and challenging work for all learners through effective differentiation and effective deployment of support staff.
- Identify and work appropriately with learners with SEND, EAL and those who are more able.
- Use ICT effectively in teaching.
- Monitor and assess during lessons, giving immediate and constructive feedback, which supports learners, requiring them to reflect on, evaluate and improve their own performance.
- Establish a purposeful learning environment in which diversity is valued and where all learners feel secure and confident.



- Establish a clear framework for classroom discipline and strategies for recognising, encouraging and rewarding good behaviour in order to anticipate and manage behaviour appropriately and to promote self-control and independence in line with the school behaviour policy and procedures.
- Ensure punctuality, promote good attendance and establish a purposeful working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Demonstrate commitment to personal professional development by evaluating your own practice and learning from the effective practice of others.
- Call on the support and guidance of colleagues, specialist teachers and other professionals in order to maximise effective teaching and learning.
- Engage fully in all appraisal procedures as required.

Assessment, Recording & Reporting

- Make appropriate use of a range of monitoring and assessment strategies to evaluate progress towards planned learning intentions and use this information to inform planning and teaching.
- Keep detailed assessment records according to school policy.
- Mark all work set, including any homework, within an agreed and reasonable time as detailed in the feedback policy.
- Carry out assessment programmes and procedures, as agreed by the school.
- Monitor and set targets to support the academic progress of all learners in the class.
- Complete learner reports in line with school policy, lead parents' evenings as required and keep parents and carers informed on a regular basis.

Pastoral Work

- Endeavour to build up excellent, professional relationships with all learners, so that they will look to the teacher for support and advice.
- Expect high standards of behaviour and conduct at all times.
- Report issues of any concern to the appropriate member of the middle or senior leadership team.
- Maintain an accurate register of attendance and do everything reasonable to encourage good attendance and punctuality in line with school policy.
- Promote and safeguard the welfare of learners in the school in line with school policy.

Appraisal

All teachers are part of the school appraisal scheme. The post holder will have a line manager who will set agreed targets for the year. The line manager will monitor & review performance including classroom teaching. The school will support the continuing professional development of all staff to ensure that their expertise is being kept up-to-date.

Whole School Contribution

The post holder will be expected to:

- Attend and contribute to team and full staff meetings.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupils' development to secure coordinated outcomes. *(N.B if the teacher is an ECT, they will work under the direction of a senior teacher within a curriculum working party)*
- Maintain a professional interest in educational initiatives and developments.



Additional duties and responsibilities

- Further duties and responsibilities may from time to time arise as required by the Head Teacher.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school ethos and objectives, policies and procedures as agreed by the Governing Body.
- To uphold the school policy in respect of child protection and safeguarding matters.
- The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay & Conditions Document.
- Provision is made for planning, preparation & assessment (PPA) time, in accordance with the requirement for all teachers at a school with timetabled teaching commitments to hold a contractual entitlement to PPA time within the timetabled teaching day.
- The amount of PPA time will be set as a minimum of 10% of timetabled teaching time as part of the 1265 guidance.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed in line with government guidance and it may be subject to modification at any time after consultation with the post holder.