



Job Description and Person Specification

St. Leonard's C of E (A) Primary School			
Post Title	Grade	TLR	Date
Teacher	M1 to UPS3	-	1.9.26

Reporting Relationships

Starting Date: 1st September 2026

Title of Post: Class Teacher

Salary Grade: M1 to UPS 3

Person to whom teacher is responsible: Mrs K Cullen – Headteacher

This job description forms the basic structure of the school's job descriptions. Priorities for the year will be negotiated and highlighted as part of the performance management review.

School Purpose and Values

Our vision is to be an Outstanding church school, guided by God, where learning is irresistible, achievement for all is high and our pupils leave us as successful learning, happy confident individuals and caring, responsible citizens excited by challenge change and possibility.

Statement of Purpose

- The teacher will:
- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meets their varying learning and social needs and ensures good progress;
- implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;
- monitor and support the overall progress and development of pupils;
- contribute to raising standards of pupil attainment;
- share and support the school's responsibility to provide and monitor opportunities for personal, social and cultural growth and enjoyment;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

Key Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

The teacher will:

- contribute actively to the achievement of the school's development plan and its implementation.
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;
- report to the Headteacher, senior management and parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst all pupils, in accordance with the school's behaviour policy;
- provide a positive role model, demonstrating clear verbal communication and articulation, empathy, respect and consideration.
- take part in and contribute to meetings; cooperate with and, where appropriate, advise the Headteacher and other colleagues in the review, development and management of a subject in the school;
- communicate and co-operate with specialists from outside agencies;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants;
- identify the links between their own performance targets and their pupil's progress taking responsibility for proactive CPD.
- meet the national standards for Qualified Teacher Status and be subject to the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document.
- To have a commitment to personal welfare and safeguarding of children.

Additional responsibilities

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- To carry out any other duties as may be reasonably requested by the Senior Leadership Team or Governing Body.
- Take an active role in the health and safety leadership within the school

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- To be committed to safeguarding and promoting the welfare of children and young people.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.
- Undertake suitable risk assessments for DT activities and equipment and also Science practical activities.

Subject Coordinator

- Develop, implement and review policy for your subjects: subjects are open to discussion
- Develop, implement and review the impact of a subject action plan
- Ensure long term plan is updated and implemented effectively across the school
- Data analysis- overview of whole school standards and report findings to the Headteacher.
- Monitoring of teaching and learning for your subject (for example-lesson observations, book work scrutinies, pupil interviews etc)
- Use expertise to support colleagues and provide/arrange training where necessary.
- Audit and update resources when required.
- Produce and review risk assessments

Note:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy.

Signed _____

