



Job Description: Class Teacher – St Laurence Church of England Primary School

Details of Post

School name & address:	St Laurence Church of England Primary School, Jockey Field, Ludlow, SY8 1TP
Job title:	Class Teacher – fixed term
Contract dates:	1 January 2027 – 31 August 2027
Salary scale:	M1-M6
Reporting to:	Headteacher
Class name/KS:	Year 5
Notes:	
This job description and person specification set out the responsibilities of the Class Teacher role and the qualities we are looking for. The role is carried out in accordance with the Teachers' Standards, the applicable School Teachers' Pay and Conditions Document, current Keeping Children Safe in Education guidance and relevant school policies. Please explain how you meet the essential criteria in your application, using examples. Desirable criteria may strengthen an application but are not requirements for appointment. At St Laurence, our Christian vision, "Love one another" (John 13:34), and our values of Trust, Creativity and Wisdom shape how we learn and work together. We want every child to feel known, valued and included, and to experience teaching that helps them achieve well. We are looking for a teacher who builds positive relationships with children, colleagues and families, brings high expectations to everyday classroom practice, and adapts teaching thoughtfully so that every child can participate and make progress. This post is not suitable for Early Career Teachers. Applicants must have completed statutory teacher induction or be exempt from the requirement. <u>Appointment is subject to satisfactory pre-employment checks, including an enhanced DBS check with children's barred list information, references, and verification of qualifications and eligibility to work.</u> The role involves regulated activity with children. It is an offence for a person barred from this activity to apply. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	

Outline Job Purpose

- Take responsibility for the teaching, learning and pastoral care of the assigned class, placing children's education and wellbeing at the centre of your work.
- Provide strong, inclusive class teaching, with high expectations of achievement and behaviour and a commitment to helping every child succeed.
- Work collaboratively with colleagues and families, contributing to a welcoming school community and the school's continuing development.
- Promote children's health, safety and wellbeing during school activities, both on and off site.
- Work within relevant legislation, school policies and Local Authority procedures.
- Act with honesty, integrity and professionalism, respecting confidentiality and maintaining appropriate boundaries.

Statutory Responsibilities

The main statutory teaching duties are outlined in the following:

- School Teachers' Pay and Conditions Document (STPCD)
- Teachers' Standards
- Keeping Children Safe in Education (KCSiE)
- National Curriculum and other relevant statutory requirements

Teaching & Learning

- Plan and teach well-sequenced lessons that build on children's prior learning and follow the National Curriculum and the school's curriculum plans and agreed approaches.
- Make the intended learning clear to children, explain and model new knowledge and skills carefully, and help children understand what successful learning looks like.
- Maintain high expectations for every child. Provide appropriate challenge and adapt teaching, resources and support in response to children's starting points and needs.
- Use questioning, discussion and checks for understanding to identify misconceptions and adjust teaching promptly.
- Build positive, respectful relationships and create a classroom where children feel safe to contribute, ask questions and learn from mistakes.
- Establish clear routines and apply the school's behaviour policy fairly and consistently, using positive, relational approaches and taking account of individual needs.
- Develop children's confidence and independence, helping them use strategies and resources effectively and take increasing responsibility for their learning.
- Work with the SENCO and other colleagues to support children with SEND, including those with education, health and care plans. Implement and review agreed support and reasonable adjustments.
- Meet the needs of children with different experiences and backgrounds, including those learning English as an additional language and those who need further challenge.
- Provide a purposeful, organised and accessible classroom environment, using displays and resources to support learning and celebrate children's work.
- Work effectively with support staff, sharing learning priorities and guiding classroom support so that it helps children learn and become more independent.

Monitoring, Assessment, Recording, Reporting

- Use assessment during lessons and over time to understand what children know and can do, identify gaps and plan the next steps in learning.
- Take responsibility for reviewing children's progress and the impact of teaching, working with colleagues to address barriers and agree appropriate support.
- Provide timely, useful feedback, in line with school policy, and give children opportunities to act on it.
- Keep accurate, proportionate assessment records and contribute to pupil progress discussions and statutory assessment arrangements as required.
- Communicate clearly and sensitively with parents and carers about their child's learning, progress and wellbeing, including through reports and parent meetings.

Curricular Knowledge and Understanding

- Maintain secure, up-to-date subject knowledge and understanding of the Key Stage 2 curriculum and progression in learning.
- Promote strong reading, writing and mathematical knowledge and skills across the curriculum, including accurate spoken and written English.
- Evaluate teaching approaches and resources thoughtfully, drawing on professional learning and agreed school practice.

Professional Standards and Development

- Act with honesty, integrity and professionalism, maintaining appropriate boundaries and respecting confidentiality.
- Build constructive relationships with colleagues and families, communicating respectfully and seeking advice or specialist support when needed.
- Contribute to agreed school improvement priorities and the review of curriculum practice and school policies.
- Use technology appropriately to support teaching, learning and professional communication.
- Communicate clearly and sensitively with families about children's learning and wellbeing, including through reports and parent meetings.

Continuing Professional Development – Personal

- Reflect on your teaching, respond constructively to feedback and take part in appraisal and relevant professional development.
- Take part in relevant professional development and apply new learning to improve classroom practice.
- Seek advice and specialist support when needed, sharing ideas and learning with colleagues.

Safeguarding

- Read and understand Part One of the current Keeping Children Safe in Education guidance and other sections relevant to the role, and follow the school's safeguarding and child protection policies.

- Recognise possible signs of abuse, neglect and other safeguarding concerns, including online risks, and report and record concerns promptly through the school's agreed procedures.
- Work with the designated safeguarding lead and relevant colleagues to support children, contributing to agreed safeguarding actions and child protection plans as required by your role.
- Complete required safeguarding training and updates, maintain professional curiosity and listen carefully to children.
- Follow procedures for reporting concerns about adults, including low-level concerns, and use whistleblowing procedures where appropriate.

Other Duties

- Support the school's Christian vision and values and contribute to collective worship and other school activities in line with agreed arrangements.
- Attend staff meetings and briefings and undertake allocated break supervision within agreed working arrangements.
- Plan and lead appropriate educational visits for the class, following school procedures and completing relevant risk assessments.
- Work alongside subject leaders to implement the agreed curriculum. The post does not include a designated subject leadership responsibility.
- Follow health and safety and data protection requirements, including the UK GDPR, and use school systems responsibly.
- Undertake other reasonable duties appropriate to a class teacher role, as agreed with the Headteacher and consistent with the applicable pay and conditions framework.
- Working arrangements will reflect contractual hours and statutory entitlements, including planning, preparation and assessment time.

This description sets out the main responsibilities of the role; it is not an exhaustive list of every task.

Review and Signatures

This job description will be reviewed in consultation with the post holder as part of appraisal or when circumstances require. Any proposed changes will be discussed with the post holder and remain appropriate to the role and contractual terms.

Name	Job title	Signature	Date
	Headteacher		
	Class Teacher		