



ST PAUL'S CE PRIMARY SCHOOL

JOB DESCRIPTION

St Paul's CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Position: Class Teacher – maternity cover

Scale: MPS1-MPS6 (Outer London £34,514-£46,001 FTE)

Contract type: Full Time

Start date: 3 February 2025 – 31 August 2025

Reporting to: Assistant Heads of School, Head of School and Executive Headteacher

Main purpose

The teacher will:

- 🏆 Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- 🏆 Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- 🏆 Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- 🏆 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- 🏆 Adapt teaching to respond to the strengths and needs of pupils
- 🏆 Set high expectations which inspire, motivate and challenge pupils
- 🏆 Promote good progress and outcomes by pupils
- 🏆 Demonstrate good subject and curriculum knowledge
- 🏆 Participate in arrangements for preparing pupils for external tests
- 🏆 An in-depth understanding of the EYFS curriculum

Whole-school organisation, strategy and development

- 🏆 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- 🏆 Make a positive contribution to the wider life and ethos of the school



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- ✚ Work with others on curriculum and pupil development to secure co-ordinated outcomes
- ✚ Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- ✚ Promote the safety and wellbeing of pupils
- ✚ Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- ✚ Take part in the school's appraisal procedures
- ✚ Take part in further training and development in order to improve own teaching
- ✚ Take part in the appraisal and professional development of others, where appropriate
- ✚ Attend weekly INSET sessions and INSET days

Communication

- ✚ Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- ✚ Collaborate and work with colleagues and other relevant professionals within and beyond the school
- ✚ Develop effective professional relationships with colleagues
- ✚ Lead, organise and direct support staff within the classroom
- ✚ Communicate and co-operate with specialists from outside agencies
- ✚ Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors and at all times maintain high professional standards
- ✚ Deploy resources delegated to them

Personal and professional conduct

- ✚ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- ✚ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- ✚ Understand and act within the statutory frameworks setting out their professional duties and responsibilities



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- Adhere to expectations for staff laid out in the staff handbook and staff code of conduct including confidentiality of certain information.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.