Job Description – Class Teacher

Job Details

Job Title: Class Teacher
School: Long Toft Primary School
Responsible to: Headteacher
Salary: Main Pay Scale 1–6 or Upper Pay Scale, dependent on experience and agreed responsibilities
Contract: Permanent
Commencement Date: 1 January 2027

1. Job Purpose

To provide high-quality teaching and learning that enables all pupils to achieve their full potential, make good progress and develop the knowledge, skills and confidence they need to succeed.

To plan, deliver and evaluate engaging and inclusive learning experiences that meet the needs of pupils with a wide range of abilities, starting points and additional needs.

To contribute positively to the wider life and development of Long Toft Primary School, working collaboratively with colleagues, support staff, parents and the wider school community to promote the welfare, achievement and personal development of every child.

The postholder will demonstrate resilience, adaptability and a strong commitment to inclusion, recognising the individual strengths, experiences and circumstances of the children and families within the school community.

Depending on the successful candidate's experience and the responsibilities agreed, there may be opportunities to undertake additional responsibilities and contribute to wider school improvement.

2. Main Duties and Responsibilities

A. Teaching and Learning

- Plan and deliver consistently high-quality teaching that engages, motivates and challenges pupils.
- Maintain high expectations of pupil achievement, behaviour, effort and presentation.
- Ensure lessons are well structured, purposeful and appropriately matched to pupils' ages, abilities and learning needs.
- Deliver the relevant National Curriculum and ensure pupils develop secure knowledge and skills across the required areas of learning.
- Use a range of effective teaching strategies to promote active participation, independence and positive attitudes towards learning.
- Establish a stimulating, inclusive and well-organised classroom environment in which pupils feel safe, valued and supported.
- Monitor the effectiveness of teaching and learning and adapt approaches in response to pupils' progress and needs.
- Promote pupils' confidence, resilience, independence and enjoyment of learning.

B. Pupil Progress, Attainment and Assessment

- Take responsibility for the progress, attainment and wider development of pupils within the assigned class.

Job Description – Class Teacher

- Use assessment effectively to identify strengths, gaps in knowledge and misconceptions.
- Use assessment information to inform planning, provide appropriate support and challenge, and accelerate pupil progress.
- Monitor and record pupil achievement in accordance with school policies and procedures.
- Provide timely, constructive feedback that helps pupils understand how to improve their work.
- Identify pupils who may be at risk of falling behind and implement appropriate interventions and support.
- Contribute to the school's assessment, monitoring and reporting arrangements.
- Maintain accurate records of pupil progress and provide information to parents, colleagues and school leaders as required.

C. Inclusion and Meeting Individual Needs

- Promote an inclusive classroom environment in which every pupil is respected, supported and encouraged to achieve.
- Adapt teaching, resources, activities and assessment to meet the needs of pupils with differing abilities, starting points and learning needs.
- Provide appropriate support and challenge for pupils with special educational needs and disabilities, complex needs and other barriers to learning.
- Recognise the impact that disadvantage and individual circumstances may have on learning, attendance, engagement and achievement.
- Implement relevant support plans, strategies and recommendations in accordance with school procedures.
- Work collaboratively with the SENDCo, teaching assistants, families and external professionals to support pupils' individual needs.
- Promote equality of opportunity and ensure that all pupils are treated fairly and with dignity.
- Contribute to the development of pupils' emotional wellbeing, confidence, resilience and positive relationships.

D. Behaviour, Relationships and Pupil Wellbeing

- Establish and maintain clear, consistent expectations for behaviour in accordance with the school's Behaviour Policy.
- Develop positive, respectful relationships with pupils based on fairness, consistency and mutual respect.
- Create a calm, purposeful learning environment that supports engagement and minimises disruption.
- Apply the school's behaviour management approaches consistently and use appropriate strategies to support pupils in managing their behaviour.
- Encourage positive attitudes, self-regulation, cooperation and responsibility.
- Identify and respond appropriately to concerns regarding pupils' wellbeing, behaviour or circumstances.
- Support pupils to feel safe, listened to, valued and included within the school community.
- Work in partnership with parents and carers to promote positive behaviour, attendance, engagement and learning.

E. Safeguarding and Child Protection

- Understand and comply with the school's safeguarding and child protection policies, procedures and staff code of conduct.

Job Description – Class Teacher

- Act in accordance with current statutory safeguarding guidance, including *Keeping Children Safe in Education*.
- Maintain a vigilant approach to safeguarding and promote the welfare of all pupils.
- Recognise signs that a child may be at risk of harm or in need of additional support.
- Report safeguarding concerns promptly to the Designated Safeguarding Lead (DSL) or in accordance with the school's established procedures.
- Maintain accurate, factual and timely records of safeguarding concerns in line with school procedures.
- Maintain appropriate professional boundaries and ensure that all interactions with pupils are safe, respectful and professional.
- Undertake required safeguarding training and keep knowledge and practice up to date.
- Contribute to creating a culture in which safeguarding is everyone's responsibility.

F. Curriculum and School Development

- Contribute to the effective implementation and development of the school's curriculum.
- Keep professional knowledge of curriculum developments, teaching approaches and educational practice up to date.
- Participate in planning, moderation, monitoring and evaluation activities as required.
- Contribute to school improvement priorities and implement agreed actions relevant to the role.
- Reflect on teaching practice, respond constructively to feedback and identify opportunities to improve outcomes.
- Share effective practice and resources with colleagues.
- Support the development of consistent, high-quality teaching across the school.

G. Teamwork and Professional Relationships

- Work collaboratively with colleagues, teaching assistants and other support staff to maximise pupils' learning and progress.
- Provide clear guidance and direction to support staff working within the classroom, ensuring that their contribution is purposeful and effective.
- Communicate professionally and constructively with parents and carers regarding pupils' learning, progress and wellbeing.
- Attend and contribute to staff meetings, professional development, parent meetings and other school events as required.
- Work in partnership with school leaders, colleagues and external agencies where appropriate.
- Contribute positively to the school's ethos, values and inclusive approach.
- Maintain confidentiality and handle sensitive information in accordance with school policies and data protection requirements.

H. Professional Development and Accountability

- Take responsibility for personal and professional development.
- Participate in appraisal and professional development arrangements in accordance with school procedures.
- Engage with training, coaching and feedback to improve teaching practice and pupil outcomes.
- Maintain professional standards and comply with relevant Teachers' Standards and school policies.
- Demonstrate initiative, flexibility and resilience in responding to the changing needs of pupils and the school.

Job Description – Class Teacher

- Undertake other reasonable duties commensurate with the grade and responsibilities of the post, as directed by the Headteacher.

3. Additional Responsibilities – Where Applicable

For a candidate appointed on the basis of additional experience and agreed responsibilities, the role may include wider contributions to school improvement, subject or curriculum development, mentoring, supporting colleagues or developing particular areas of practice.

Any additional responsibilities will be agreed with the Headteacher and reflected in the postholder's duties, objectives and appraisal arrangements.

Appointment to the Upper Pay Scale will be dependent on the candidate's experience, relevant evidence and the school's applicable pay policy and arrangements.

4. General Responsibilities

The postholder will:

- Act in the best interests of pupils and the school at all times.
- Uphold the school's commitment to inclusion, equality, safeguarding and high expectations.
- Comply with school policies, procedures and reasonable management instructions.
- Take reasonable care for their own health and safety and that of others.
- Promote respectful, professional relationships with pupils, colleagues, parents and visitors.
- Maintain confidentiality and comply with applicable data protection requirements.
- Participate in relevant training and professional development.
- Undertake other duties appropriate to the nature and level of the post, as reasonably required by the Headteacher.

5. Safeguarding Statement

Long Toft Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The postholder is responsible for promoting a safe learning environment and following all safeguarding and child protection procedures.

Appointment will be subject to satisfactory references and all required pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and other checks appropriate to the role and current statutory requirements.

6. Review of Job Description

This job description outlines the main duties and responsibilities of the post and is not intended to be an exhaustive list. Duties may be reviewed and amended in consultation with the postholder to reflect the changing needs and priorities of the school, provided they remain appropriate to the role.

Signed & Acknowledged……Date……..