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# Primary Class Teacher

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JOB DESCRIPTION REVIEW DATE  
March 2024

# 1 Role Summary

To provide a learning environment that enables all children to access the curriculum and learn to the best of their ability.

To teach our exciting and challenging curriculum, teaching consistently outstanding lessons, and promoting exceptional levels of academic development, attainment and wellbeing for all pupils.

Adhere to the Department for Education Teachers Standards.

You will be expected to maintain and promote the ethos of the School in all your dealings with pupils, parents and visitors.

## Time Commitment

40 hours per week, 8am-5pm, 1 hour for lunch, Monday to Friday including INSET days.

Reports to: Phase Leader/Year Group Leader (Line Manager) and Senior Leadership Team

# 2 Key Responsibilities

- Teach a class of pupils and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs.
- 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.

**KNOWLEDGE SCHOOLS**  
TRUST  
PRIMARY SCHOOLS

**Our School Values**

- Kind**  
being respectful, being compassionate, and feeling safe.
- Inclusive**  
accepting, collaborative, and seizing opportunities.
- Scholarly**  
valuing knowledge, being aspirational, and feeling prepared.
- Inspired**  
ambitious, creative, and a passion for learning.
- Resilient**  
adaptable, determined, and tenacious.

### 3 Duties

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Director of Primary Education, Headteachers and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
- To plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
- Set clear targets, based on prior attainment, for pupils' learning.
- To plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular, to encourage children independent use of resources and involvement in their learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- To monitor children's progress, keep records and evaluate children's achievements. To set children high standards in the content and presentation of their work by the quality of your displays of that work.
- To establish and maintain good relationships with colleagues, working as part of a team in all aspect of school development.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Work in partnership with parents, carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Depending on experience, lead a curriculum area or aspect.
- Participate in the appraisal system for the appraisal of their own performance and that of other teachers.

### 4 Supporting the school and expectations of this role

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Adhere to the School and Trust’s Safeguarding Policies.
- Work within the school’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the governors and staff handbook
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.
- Adapt to different situations required to provide education (i.e. providing remote learning, online marking, virtual meetings etc.)
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is not definitive and will be subject to regular review. It should be seen as enabling rather than restrictive. Other reasonable work requests may be made by your line manager. This job description is intended as a reference document which identifies the main responsibilities and activities.

This Job Description may be reviewed and may be amended at any time in consultation with you.

Signed: ..... Date.....

Signed: ..... Knowledge Schools Trust



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