

Windy Arbor Primary School



Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Class Teacher	Post No	
School	Windy Arbor Primary School		
Hours of work	32.5 hours		
Salary Band/Range	MPS or UPR		
Responsible to	AHT/Headteacher		
Location	Windy Arbor Primary School		
DBS Check	Yes		
Special Conditions	Fixed Term Maternity cover- starting 22/02/27		

1. Job Purpose

To provide high quality teaching, learning and achievement for all pupils, making effective use of resources. Ensure that assessment outcomes are used to inform planning and target setting, in order to raise standards of attainment for all pupils.

2. Key Responsibilities

2.1 Main Duties

Principal responsibilities as a class teacher:

- 1 Teach children within the primary age range as directed by the Head Teacher, keeping up to date with developments relating to the primary curriculum.
- 2 Plan lessons following agreed schemes of work and curriculum policies to meet pupil's individual learning needs.
- 3 Use a range of appropriate teaching strategies to secure effective classroom management.
- 4 Make use of information about prior attainment to set challenging but realistic expectations and learning targets for pupils.
- 5 Assess and monitor pupils' progress, maintain records and give clear and constructive feedback.
- 6 Ensure that pupils make good progress and achieve well relative to prior attainment.
- 7 Maintain a stimulating learning environment and supportive educational ethos including use of teaching materials and resources.
- 8 Make an active contribution to school policies and strategies for school improvement.
- 9 Take responsibility for continuing professional development and use the

	outcomes to improve teaching and learning. 10 Supervise, guide and direct the work of support staff as required. 11 To support the school's philosophy regarding parental involvement- forming good relationships with parents, encouraging them to discuss their children freely, explaining classroom practice and routines and building up a relationship of trust. 12 To have shared responsibility for the learning environment other than the classroom. E.g. Display areas, corridor areas. 13 To take an active part in the school's training programme for the teacher's own continuing professional development. Responsibility for a Curriculum area (depending upon experience to date) Responsibility for a curriculum area or aspect of school organisation will be negotiated with the postholder to meet the needs of the school and to support the teacher's own professional development. The postholder would be expected to work as part of a team to: 1 Develop and implement policies and practices for the subject that reflect the school's commitment to high achievement, effective teaching and learning. 2 Prepare, review and evaluate long and medium term plans to ensure full curriculum coverage, continuity and progression for all pupils. 3 Establish and implement clear policies for assessment, recording and reporting on pupil achievement. 4 Evaluate the quality of teaching and use this information to identify areas for improvement and development. 5 Monitor and evaluate the implementation of schemes of work, standards attained and pupil progress. 6 Audit the training needs of staff annually and co-operate as required with arrangements for performance management. 7 Ensure the effective management of resources, audit subject resource needs and prepare prioritised spending plans annually. 8 Manage the subject budget allocation effectively and produce an annual financial report. 9 Prepare an annual subject evaluation for advisors. 10 Be a role model for teaching and learning, with specific strength in area of leadership.
2.2	People
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The postholder may handle small amounts of cash, for school activities, school trips and fund-raising events.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.

	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	Joanna Curry
Date:	September 2026