

Job Description

School:	The Deans Primary School
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	CLASSROOM TEACHER
Grade:	TEACHERS MAIN PAY SCALE
Location of work:	The Deans Primary School
Directly responsible to:	Head Teacher, Deputy Head Teacher and Governors
Directly responsible for:	Mainstream Primary Class
Hours of duty:	<p>This is a flexible position, for 3 to 5 days per week dependent on the post holder.</p> <p>A full-time teacher shall be available for work for 195 days in any given year of which 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties.</p> <p>Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any year (12 months from September 1st), excluding time spent in traveling to or from the place of work. These hours will be pro-rated for a less than full time position.</p> <p>A teacher shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 1pm.</p> <p>A teacher shall, in addition work such additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes.</p> <p>The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teacher's functions.</p> <p>The teacher will be entitled to 10 percent of their teaching time as PPA time.</p>
Primary purpose of the job:	Teaching a Key Stage 1 or 2 Class in conjunction with another Class Teacher.

Main duties and responsibilities/accountabilities

Main purposes:

To teach a class, working constructively as a member of staff within the whole school team, and in particular with the lead teacher in the relevant classrooms.

To promote the ethos of the school within the context of our mission statement "Quality Education Through High Expectations".

To plan, teach, monitor, assess and evaluate the education programme for the children taught.

To share in the corporate responsibility for the well-being and discipline of all pupils.

Policy and legal framework

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- The Early Years Foundation Stage statutory framework
- The SEND Code of Practice
- School policies, schemes on the curriculum and school organisation
- Trust policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

School teachers' professional duties

The professional duties of a teacher shall include:

- To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.
- To teach according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the team: planning cooperatively; sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Liaise with the SENCO to ensure that the Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils, safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents to ensure that the school's behaviour and discipline policy is implemented and work at all times towards the happy, self-disciplined child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm, and stimulate and maintain interest in learning.

Assessment, recording, reporting

- Assess, record and report on the development, progress and attainment of pupils, using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to them.
- Encourage children to strive for excellence in their work and behaviour.

- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

Establish good relationships with parents to promote pupil learning and achievement in line with the school policy.

Communicate and cooperate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.

Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.

Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions

Contribute towards school assemblies

Ensure that all accidents and behavioural incidents are properly recorded and reported.

Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions

Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Professional Development

Participate in arrangements for appraisal of her/his performance.

Participate in arrangements for her/his further training and professional development as a teacher

Subject leader responsibility (experience dependent)

To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. In particular the responsibilities are -

- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the Deputy Head.
- To maintain financial records of resources and work within a set budget.

Whole school commitment

To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.

To support and assist in the development of the stated School and Trust policies that have a regard to the National Curriculum and any other appropriate National Framework.

To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. playground duties.

To be supportive of the school's extra-curricular activities.

To take an active part in the school's involvement with the wider community and the Trust.

To ensure the children's safety at all times.

Safeguarding

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder must carry out their duties with full regard to the Trust's Equal Opportunities, Health and Safety and Community Strategy policies.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change,

existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: July 2026

Prepared/revised by: Joanne Whiteley, Executive School Business Manager

Agreed job description signed by holder: