

# Job Description



<b>Post Title:</b>	<b>CLASSROOM TEACHER</b>
<b>Post Holder:</b>	
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	The provision of a full learning experience and support for pupils.
<b>Liaising with:</b>	SLT, teaching/associate staff, external agencies and parents.
<b>Working Time:</b>	Full-time
<b>Salary/Grade:</b>	Teachers Scale – as appropriate
<b>Disclosure level</b>	Enhanced

## MAIN (CORE) DUTIES

<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards.</li> <li>• To teach pupils according to their educational needs, including the setting and marking of work, to be carried out by the pupil in school and elsewhere.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.</li> <li>• To assist in the development of appropriate curriculums, resources, schemes of work, marking policies and teaching strategies.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To undertake assessment of pupils as requested by external examination bodies, curriculum and school procedures.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers, etc.</li> <li>• To contribute to the school's development plan and its implementation.</li> <li>• To communicate effectively with the parent/guardians of pupils as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy</li> </ul>
	<ul style="list-style-type: none"> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To continue personal development as agreed.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> </ul>

<b>Staffing:</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To be a class teacher to an assigned group of pupils.</li> <li>• To register pupils, accompany them to assemblies, encourage their full participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.</li> </ul>
<b>Other Specific Duties:</b>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	
<p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

**This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

*Date: February 2026*



## PERSON SPECIFICATION

<b>Job Title: CLASSROOM TEACHER</b>	<b>Department/Division:</b>
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<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
Degree or equivalent in the relevant subject(s)	✓	
Qualified teacher status.	✓	
Recent and relevant professional development.	✓	
Higher degree or other professional qualification in a relevant area.		✓

<b>EXPERIENCE</b>		
Teaching that is good or better which impacts positively on pupil progress.	✓	
Experience of the use of data tracking and target setting to support improvements in behaviour and attendance.	✓	
Experience as a teacher in a 5-11 Primary School.	✓	

<b>KNOWLEDGE AND SKILLS</b>		
Ability to select and devise appropriate teaching methods and resources.	✓	
Ability to reflect on own and pupil performance in lessons and adapt practice accordingly.	✓	
Effective planning, assessment and record keeping.	✓	
Ability to develop and maintain positive relationships with all stakeholders.	✓	
Effective classroom management and efficient organisation of resources.	✓	
Effective use of IT.	✓	
Understanding of the importance of professionalism and confidentiality.	✓	
Knowledgeable of current national initiatives relating to behaviour and safeguarding.	✓	

<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
A commitment to the academy's vision and ethos, safeguarding, equal opportunities policy and practice.	✓	
A commitment to, and understanding of the wider aspects of pupil development including PSHE and enrichment.	✓	
A willingness to initiate and participate in both cross curricular and extra-curricular activities.	✓	
Flexible, able to work under pressure and meet deadlines.	✓	
A reflective practitioner who responds to change positively.	✓	
A commitment to being a role model for staff and pupils.	✓	
Has the potential for further promotion and a commitment to career development.		✓