



Job Description

Job Title: Class Teacher

Responsible To: Headteacher / Deputy Headteacher / designated senior leader, as determined by the school.

Job Purpose

1. To carry out the professional duties of a teacher in accordance with the Teachers' Standards, applicable terms and conditions of employment and, where applicable, the School Teachers' Pay and Conditions Document (STPCD).
2. To provide high-quality teaching and learning for an allocated class, taking responsibility for pupils' education, progress, attainment, behaviour, safety, welfare and personal development.
3. To contribute positively to the school's vision, Christian ethos, curriculum, policies and improvement priorities.
4. To work collaboratively with colleagues, parents/carers and relevant professionals to secure positive outcomes for pupils.
5. To fulfil all safeguarding and professional responsibilities associated with working with children.

Main Duties and Responsibilities

1. Teaching and Learning

The Class Teacher will:

- Plan, teach and evaluate high-quality lessons and sequences of learning appropriate to the age, stage and needs of pupils.
- Teach the statutory curriculum and the school's agreed curriculum, including appropriate provision for Religious Education, Relationships Education and Health Education.
- Set high expectations for achievement, behaviour, participation and personal development.
- Provide appropriate challenge and support for pupils with different abilities, starting points, backgrounds and learning needs.
- Use adaptive teaching strategies to ensure pupils, including those with SEND and/or disabilities, can access and benefit from learning.
- Ensure that teaching reflects the school's curriculum intent, agreed curriculum plans and relevant policies.
- Make effective use of teaching assistants and other adults supporting learning in the classroom.
- Promote reading, communication, mathematical understanding, digital competence and wider personal development as appropriate across the curriculum.
- Evaluate the effectiveness of teaching and make appropriate adjustments to improve pupil learning.

2. Assessment, Progress and Attainment

The Class Teacher will:

- Assess pupils' learning using appropriate formative and summative approaches . to identify gaps in learning, plan appropriate next steps and inform interventions where required.
- Maintain accurate and proportionate assessment records in accordance with school procedures.
- Monitor the progress and attainment of individual pupils and relevant groups of pupils.
- Provide appropriate information for school assessment, reporting, moderation and statutory assessment arrangements.
- Communicate pupils' progress and attainment accurately and constructively to parents/carers and colleagues.
- Ensure that information relating to pupils is recorded, stored and shared in accordance with school procedures and applicable data-protection law.

3. Inclusion and SEND

The Class Teacher will:

- Promote an inclusive classroom in which all pupils are valued, respected and able to participate.
- Implement appropriate provision and reasonable adjustments for pupils with SEND and/or disabilities.
- Work closely with the SENCO, Teaching Assistants, parents/carers and relevant external professionals where appropriate.
- Follow and contribute to the implementation and review of relevant SEND support plans, provision and targets.

4. Safeguarding and Child Protection

The Class Teacher will:

- Take responsibility for safeguarding and promoting the welfare of pupils in accordance with current legislation, *Keeping Children Safe in Education*, *Working Together to Safeguard Children* and school procedures.
- Complete required safeguarding training and maintain an up-to-date understanding of safeguarding responsibilities.
- Report safeguarding concerns immediately and without delay to the Designated Safeguarding Lead (DSL) or deputy, in accordance with school procedures.
- Maintain appropriate and accurate safeguarding records where required.
- Contribute to a culture in which pupils feel safe, listened to and able to raise concerns.

5. Behaviour, Relationships and Pupil Wellbeing

The Class Teacher will:

- Establish and maintain clear routines, expectations and boundaries which promote positive behaviour and effective learning.
- Implement the school's behaviour policy consistently and fairly.
- Respond appropriately to bullying, discriminatory behaviour, harmful behaviour and other concerns in accordance with school policy.
- Promote pupils' mental health, emotional wellbeing, confidence, independence and positive relationships.
- Contribute to pastoral support and early identification of pupils who may require additional help.

6. Attendance and Pupil Welfare

The Class Teacher will:

- Complete attendance registers accurately and promptly in accordance with statutory requirements and school procedures.
- Report unexplained or concerning absence and patterns of poor attendance through the school's agreed systems.
- Be alert to the safeguarding implications of persistent or severe absence and follow appropriate procedures.
- Support pupils returning to school following absence, where appropriate.
- Follow arrangements for pupils with medical conditions, allergies and Individual Healthcare Plans.
- Follow emergency, first-aid, health and safety and allergy-management procedures.

7. Curriculum and Subject Leadership

Where a subject or other area of responsibility is allocated, the Class Teacher will:

- Contribute to the development, implementation and evaluation of the relevant subject or area across the school.
- Ensure appropriate progression, coverage and consistency within the agreed curriculum framework.
- Support colleagues by sharing appropriate subject knowledge, resources and effective teaching approaches.

- Where specifically delegated, contribute to review of planning, work scrutiny, lesson visits or other quality-assurance activity within the school's agreed processes.
- Keep up to date with relevant developments in the subject or area and share appropriate information with colleagues.

Subject leadership does not confer line-management responsibility unless this is expressly stated in the postholder's terms of employment or delegated responsibilities.

8. Christian Ethos, Religious Education and Collective Worship

The Class Teacher will:

- Support and uphold the Christian ethos, values and distinctive character of St Stephen's CE Primary School.
- Contribute appropriately to collective worship, reflection, assemblies and the spiritual, moral, social and cultural development of pupils.
- Teach Religious Education in accordance with the curriculum and arrangements applicable to the school's legal status and religious character.
- Contribute to the wider life of the school community and its links with parents/carers, the church and wider community, where appropriate.

9. Partnership with Parents and Carers

The Class Teacher will:

- Establish constructive and professional relationships with parents/carers.
- Communicate appropriately about pupils' learning, progress, behaviour, attendance and wellbeing.
- Respond appropriately to parental concerns, following the school's communication and complaints procedures.
- Maintain appropriate confidentiality and ensure information is shared only where lawful and necessary.

10. Teamwork and Professional Responsibilities

The Class Teacher will:

- Work collaboratively with colleagues and contribute positively to phase/year-group and whole-school teams.
- Attend and contribute to staff meetings, professional development, training and other meetings as required within the applicable working arrangements.
- Participate fully in the school's appraisal, induction and professional development arrangements.
- Keep up to date with relevant legislation, statutory guidance, curriculum requirements and evidence-informed professional practice.
- Contribute to the development, implementation and review of school policies and procedures.
- Maintain high standards of professional conduct, attendance, punctuality and confidentiality.
- Comply with the school's policies relating to safeguarding, behaviour, attendance, equality, health and safety, data protection, acceptable use of technology and mobile phones.
- Use school systems and digital technology responsibly and securely, including any use of artificial intelligence in accordance with school policy and data-protection requirements.
- Undertake duties associated with school events, educational visits, playground supervision, assemblies and other reasonable activities as allocated by the school.

11. Resources, Health and Safety

The Class Teacher will:

- Maintain a safe, orderly and stimulating classroom environment.
- Report hazards, defects, accidents and safeguarding concerns through the appropriate school procedures.
- Follow risk assessments and health and safety arrangements for classroom activities, educational visits and other school activities.
- Ensure that classroom displays and learning environments are purposeful, inclusive and appropriate to the age and needs of pupils.

12. Professional Conduct and Confidentiality

The Class Teacher will:

- Maintain professional boundaries with pupils, parents/carers and colleagues.
- Maintain confidentiality and comply with the school's data-protection policies.
- Ensure that personal information is accessed, recorded, stored and shared only for legitimate professional purposes.
- Raise concerns about safeguarding, professional conduct, health and safety or unlawful practice through the appropriate school procedures.

General

The postholder is expected to:

- Work within the school's policies, procedures, vision and values.
- Comply with all applicable statutory duties and professional requirements.
- Contribute to a culture of safeguarding, inclusion, equality and high expectations.
- Undertake other duties reasonably consistent with the responsibilities of the post and appropriate to the level of responsibility, as directed by the Headteacher or delegated senior leader.
- Support the school's commitment to staff wellbeing and reasonable workload.

This job description is not intended to be an exhaustive list of duties. It may be reviewed and amended following consultation with the postholder to reflect changes in the needs and priorities of the school, legislation, statutory guidance or the requirements of the post.

Line Management

Responsible to: Headteacher / designated senior leader.

Direct line management responsibility: None, unless specifically allocated as part of a separate leadership or management responsibility.

Safeguarding and Safer Recruitment

St Stephen's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will be required to satisfy the pre-employment and safer-recruitment checks applicable to the post, which may include:

- verification of identity and qualifications;
- satisfactory references;
- right-to-work checks;
- an enhanced DBS check and Children's Barred List check
- prohibition-from-teaching checks;
- appropriate overseas criminal-record or other suitability checks where applicable;
- any other checks required by current safeguarding legislation and *Keeping Children Safe in Education*.

The school may undertake an online search of shortlisted candidates as part of its safeguarding due diligence, in accordance with current statutory guidance and the school's recruitment procedures.