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## Class Teacher: Job Description

Salary: TMS 3-6

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a class teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Take the lead in at least one area of the curriculum

### Duties and responsibilities

#### Teaching

- Plan and teach engaging well-structured lessons, following the school's curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils
- Set high expectations which inspire, motivate and challenge all pupils
- Promote good progress and outcomes by all pupils, guiding pupils to reflect on their progress and next steps
- Demonstrate good subject and curriculum knowledge

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

#### Health, safety and discipline

- Actively promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils
- Manage behaviour effectively to ensure a good and safe learning environment, demonstrating high expectations
- Maintain good relationships with pupils, developing an awareness of their needs
- Adhere to the school's behaviour protocol

#### Professional development

- Fully engage with the school's appraisal procedures
- Take a proactive role in own training, development and research in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

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Headteacher: Mrs C Bennett BA (Hons), PGCE, NPQH  
Newpound Lane • Wisborough Green • West Sussex RH14 0EE  
Tel: 01403 700 280 email: [office@wisboroughgreenschool.org.uk](mailto:office@wisboroughgreenschool.org.uk)

### **Communication**

- Communicate effectively with pupils, staff, outside agencies, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, responding to advice and feedback
- Develop effective professional relationships with colleagues, knowing when to draw on advice and specialist support

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality, including meeting reasonable deadlines
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Uphold the vision and values of our school

### **Management of staff and resources**

- Effectively direct and supervise support staff assigned to them and, where appropriate, other teachers
- Effectively deploy curriculum and learning resources delegated to them

### **Other areas of responsibility**

#### **Subject leadership**

Be responsible for the leadership of a subject across the whole school with impact, including:

- monitoring teaching, learning and outcomes
- engaging all stakeholders
- providing an effective skills progression
- supporting colleagues
- engaging in local and national networks
- engaging in appropriate CPD and up-to-date research
- auditing and maintaining appropriate, high-quality resources
- maintaining high visibility for your subject
- sharing good practice with colleagues

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## Safeguarding

- Safeguard and promote the welfare of children and young people
- Follow school policies and the staff code of conduct
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The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the headteacher or senior leader. This job description may be amended at any time in consultation with the postholder.

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