

CLASS TEACHER JOB DESCRIPTION



Post Title	Class Teacher
School:	The Windmills Junior School
Salary and Grade:	Teacher Main Scale - TMS in line with the current <i>School Teachers' Pay and Conditions Document</i>

Main Purpose of the Job:

- To be responsible for the learning and achievement of all children in your class, ensuring equality of opportunity for all
 - To be responsible and accountable for achieving the highest possible standards in learning and conduct
 - To treat learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of children
 - To act within the statutory frameworks, which set out teachers' professional duties and responsibilities, and in line with the duties outlined in the current *School Teachers Pay and Conditions Document* and *Teacher Standards (2012)*
 - To take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and Responsibilities – all teachers

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Be responsible for the learning and achievement of all pupils that you teach ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements
- Be accountable for the attainment, progress and outcomes of the children you teach
- Be aware of learners' capabilities and their prior knowledge; plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how children learn
- Have a clear understanding of the needs of all learners, including those with special educational needs, gifted and talented, EAL and disabilities; be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Demonstrate a clear understanding of appropriate teaching strategies for reading e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for children of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure learners' progress – following school policy
- Use relevant data to monitor progress, set targets and plan subsequent lessons

- Give learners regular feedback, both orally and through accurate marking, and encourage them to respond to the feedback, reflect on progress and their emerging needs, and take a responsible and conscientious attitude to their own work and study
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding learners have acquired
- Participate in arrangements for tests and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for learners, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of learners
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member, and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff, including supporting the induction and assessment of new teachers and those serving induction periods
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively
- Communicate effectively with parents/carers with regard to learners' achievements and well-being using school systems/processes
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during and after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary, and responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as an outcome of your appraisal
- Proactively participate with the Appraisal process in order to continuously develop and improve

Other

- Have professional regard for the ethos, policies and practices of our school, and maintain high standards in your own attendance and punctuality

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

October 2025

Signature of post holder:

Date:

Signature of headteacher:

Date: