

## Todmorden CE J, I & N School Job Description

**Start Date :** 1<sup>st</sup> September 2026

**Contract:** Maternity Cover

**Job title:** Class teacher – Mat Leave

**Salary range:** Main Scale

**Responsible to:** Headteacher and SLT

Todmorden CE J, I & N School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

You are required to carry out the duties of a school teacher as defined in part 7 of the 'School Teacher's Pay and Conditions' document

The post requires you to teach pupils in the age range 4-11 as directed by the Headteacher, based on your previous experiences and abilities. It is expected that you will be an effective member of the school team, that your classroom and teaching practice will reflect the school philosophy and policies, and that you will assist in achieving the effectiveness of the agreed aims relating to the curriculum and organisation of the school.

### **In the classroom you should;**

- Maintain a high quality of teaching that will be reflected in your classroom environment and organisation- using a range of teaching, learning and behaviour management strategies which help to personalise learning.
- Maintain high expectations of pupils and in the standards of work produced by the children, through a rich and varied curriculum.
- Model the positive values, attitudes and behaviours expected from pupils whilst maintaining good standards of behaviour in accordance with the school's positive behaviour policy.
- Promote and nurture positive self-esteem amongst all pupils - providing support, encouragement, constructive feedback and marking.
- Know how to use assessment to evaluate the effectiveness of teaching, to monitor progress, keep effective records, set challenging targets and raise attainment.
- Work with curriculum leaders to ensure that pupils' needs and opportunities are met appropriately- through a secure knowledge and understanding of the curriculum.
- Ensure provision for pupils with SEND is effective and appropriate to their needs.
- Take responsibility for the initial management of classroom assistants, students and volunteers working with pupils in your classroom.
- Provide effective school/home links and promote parental participation in learning by creating a welcoming and informative environment in which parents may feel at ease in discussing their child's progress and development.

### **In school you should;**

- Assist in achieving the effectiveness of the agreed aims relating to the curriculum, School Improvement Plan and the policies of the Governing Body.
- Be an effective member of the school team, working co-operatively with other members of staff, parents and other professionals to meet the needs of all learners, maintaining the strong friendly, open ethos of the school
- To share responsibility for the shared areas of both learning and physical environments of the school, eg display, playground, pastoral responsibilities

- Follow the school's safeguarding and confidentiality policies regarding confidential information.
- Maintain high standards of health and safety in accordance with the school's policy.
- To be responsible for all resources relating to class/curriculum responsibility.
- Participate in a review of your achievements to date and possible future training and development needs- including being open to advice, constructive feedback, coaching and mentoring.
- Undertake any reasonable task the Headteacher may identify in time of emergency or need.
- To continually develop own subject knowledge; be open to professional development in accordance with the school's policy.
- Have a creative and constructively critical approach towards innovation- being prepared to adapt practice where benefits and improvements have been identified.
- Use skills in English, Maths and ICT to support your teaching and wider professional activities.
- Work with and alongside colleagues for the benefit of your class, including supporting transition.
- To take part/organise visits or extra-curricular activities which will enhance children's life experiences.
- Follow the Appraisal Policy of the school and work closely with the SLT.

Signed \_\_\_\_\_ (Class Teacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher)

Date \_\_\_\_\_