



Copnor Primary School

Job Description – Class Teacher

POST HELD FOR THE 2026-2027 ACADEMIC YEAR:

GENERAL DUTIES

- be responsible for the education and welfare of a class of children as designated by the headteacher in accordance with the School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's agreed aims, objectives and schemes of work and any policies of the school or the Governing Body;
- share in the corporate responsibility for the well-being and discipline of all children;
- contribute to the ethos of the school in a positive, supportive and collaborative way, and represent the school positively in the wider community
- undertake before school and morning break duties as directed by your line manager.

CLASSROOM TEACHER

- Organise events and trips to enhance the curriculum (each half term one member of the team needs to take the lead in organising events/ trips) undertaking any preliminary visits to complete appropriate risk assessments to assist in their planning liaising with EVC
- be responsible for the care, education and development of a class of children;
- Plan a range of subjects regularly and in appropriate detail, and prepare resources as required; Organising weekly timetabling for specific classes
- Communicating with year team members planning, resources and assessment opportunities
- use teaching methods which are appropriate to the children's age, aptitude and ability and which are in line with the school's Teaching and Learning Policy;
- ensure that agreed courses of action arising from school improvement activity are taken account of in your teaching;
- identify the particular needs of each child and plan your response to these;
- recognise children with Special Educational Needs and plan for them, devising programmes of work in accordance with the SEN Code of Practice and school policy, in consultation with the Special Educational Needs Coordinator (SENCo); directing TAs to most relevant intervention in liaison with SENCo.
- review your work and that of the children on a regular basis;
- maintain a regular pattern of monitoring, assessment and recording of the children's work, in accordance with statutory requirements and the school's policy on assessment and recording of achievement;
- maintain attendance registers;
- maintain high standards of pastoral care; keep relevant records on the personal and social development of the children; liaise with the Designated Safeguarding Lead (DSL) over concerns regarding changes in behaviour, physical marks, etc;
- create and maintain a cheerful, well organised, tidy and stimulating learning environment in the classroom, providing a high standard of display; contribute and organise central displays around the school;
- work closely with other colleagues in curriculum planning to ensure the continuity and progression of learning throughout the school;
- attend individual Year Group and whole School Staff Meetings on a regular basis to discuss Individual, Year Group and Whole School issues;
- liaise effectively with members of staff at the end of the year over the transition of information regarding the children in your class;
- ensure PPA time is used appropriately and effectively;
- share prepared planning and resources with colleagues within the year group and consider the best method of implementing planning within the year team;
- discuss the needs of your children with colleagues to enable information to be shared;
- develop the links between yourself and the parents of those in your class; liaise regularly with parents regarding their children's progress and prepare "target" progress forms for all parents evening and annual word-processed reports of achievement;

- treat as confidential information concerning individual children and families disclosed to you whilst the children are in your care;
- share your strengths and knowledge with other staff;
- keep up to date with local and national educational initiatives;
- participate in general school activities and take a full and active part in school life;
- manage and co-ordinate the work of Teaching Assistants;
- liaise with colleagues in our Cluster of schools and show a strong support for Cluster activities;
- communicate and co-operate with the external agencies e.g. Social Services, Child Guidance, Educational Welfare Service, Educational Psychology Service; participate in meetings for such purposes and prepare written reports when necessary;
- demonstrate a commitment to continuing professional development;
- participate in arrangements for performance management;

SUBJECT RESPONSIBILITIES

- overall responsibility for the leadership of a subject; see subject leader job description

OBJECTIVES:

As part of the school's annual professional development programme and in line with the school's Performance Management Policy objectives are set in agreement with the Headteacher for the academic year.

For a Teacher on the Upper Pay Scale:

If you are on the Upper Pay Range (UPS) you will be expected to make a distinctive contribution to the work of the school that is "substantial and sustained". The precise nature of this contribution will be determined by the priorities in the school's Strategic Plan and will be discussed with your Year Leader as part of the performance management process.

For a Teacher working as a job share:

Liaise effectively with your job share colleague to ensure the necessary continuity and progression in teaching and learning.

RESPONSIBLE TO:

The Teaching & Learning Leader where you are based.

This Job Description is subject to change and may be amended after discussion with you, but in any case it will be reviewed on an annual basis in line with the school's Strategic Plan.

Signed.....Class Teacher

Signed.....Headteacher