



## Job Description Class Teacher

The teacher must exercise general professional duties as outlined in the School Teacher's Pay and Conditions Document, in accordance with the school's policies and under the direction of the Headteacher.

A class teacher has three main areas of responsibility:

1. **As teacher of a class:** the day to day management and education of a class of children
2. **As a member of the school staff:** to play a full and active part in the wider school; to adhere to the practices and guidelines set out in the school's policies; to ensure that children behave in an acceptable way at all times whilst on the school premises and to take a share in supervision at break times
3. **As a curriculum co-ordinator:** leadership for negotiated areas of the curriculum and cross-curriculum areas of school life

### **As a teacher you will be expected to:**

#### ***Teaching***

- Use teaching practices which ensure the consistent engagement and progress of all pupils during lessons, including adaptation and a variety of different learning activities
- Promote the intellectual, physical, spiritual and personal development of pupils, including the setting and giving feedback on work which is carried out in school and elsewhere
- Set high expectations of the children both in academic achievement and behaviour
- Maintain a stimulating classroom environment, which reflects current areas of study and offers strong motivation for children
- Maintain the classroom as a well organised area which promotes respect for the school amongst the children
- Use National Curriculum documents, school policy documents and other supporting materials to plan appropriate work for the children in the class, including the very able and those with particular learning needs
- Use the school's Curriculum Plans to determine termly teaching coverage and daily curriculum planning
- Plan work in collaboration with other teachers in the school to ensure coverage, continuity and progression
- Manage teaching assistants effectively (and volunteer helpers or other assistants) so they support learning

#### ***Assessment, Recording and Reporting***

- To assess, record and report on the development, progress and attainment of pupils in the class in accordance with the agreed policy and plan of the school
- To involve pupils in assessing their own progress in learning through involvement in the target setting process
- Where necessary, to participate in arrangements for preparing and assessing pupils for Standard Assessment Tests and recording and reporting assessments
- To develop strong links with the parents of pupils through keeping them informed of areas of study, home learning and curriculum events.



- To share knowledge and understanding of pupil's progress through sharing individual successes as well as difficulties informally and through the process of parent consultations and written reports
- To agree to targets of achievement for each individual child and account for their progress throughout the year

### ***Professional Development***

- Take a share of staff responsibility for curriculum and other areas and contribute towards whole school planning and policy formation
- To participate in arrangements for the appraisal of performance in accordance with school policy and individual needs
- To keep under review methods of teaching and programmes of work and further professional development through regular staff meetings and other INSET opportunities

### ***As a member of the school staff***

- To safeguard the health and safety of pupils both when they are in school and when they are engaged in authorised school activities elsewhere
- Always ensure that children behave in accordance with expectations outlined in the school behaviour policy and that unacceptable behaviour is dealt with and good behaviour commended
- Follow registration and administration systems as agreed by the school
- To take a share in class, key stage and whole school assemblies as appropriate

### ***General Professional Duties***

- To carry out particular duties as may reasonably be assigned to you by the Headteacher, Assistant Headteacher or a member of the school Senior Leadership Team
- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils and monitoring use of resources

### ***Upper Pay Range specific duties***

- To take an active or, on occasions, a leading role in supporting whole school initiatives as determined by the Senior Leadership Team
- To contribute to the good order and discipline of the whole school particularly outside lesson times
- To lead, organise and direct staff outside your class team in order to support the good running of the school
- Undertaking additional reasonable tasks required by the Senior Leadership Team as befitting the expectations of a UPR teacher

This job description will be reviewed annually to reflect our current school priorities and continuing professional development.

**November 2025**