



# Heron Primary School

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## **Class Teacher Job Description**

(Full and Part-time Teachers)

### **Line Management**

Your day-to-day line manager will be the Assistant Headteacher responsible for your Key Stage area.

Members of the Senior Leadership Team (SLT) and the Governing Body.

### **Supervisory Responsibility**

The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.

The class teacher may also be required to lead an area of the curriculum.

### **Duties and Responsibilities**

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document.

Teachers should have due regard to the Teacher Standards.

Performance will be assessed against these standards as part of the appraisal process.

### **Main Purpose of the Role**

- Be responsible for the learning and achievements of all pupils ensuring equality of opportunity
- Be accountable for achieving the highest possible standards
- Build respectful relationships with pupils
- Work proactively with parents/carers, governors, staff and external agencies
- Safeguard and promote the welfare of children and young people

### **Teaching**

- Deliver the curriculum appropriate to age and ability
- Prepare teaching materials and programmes
- Be accountable for pupils' attainment and progress
- Plan and differentiate teaching to meet pupil needs
- Support pupils with additional needs (EAL, disadvantaged)
- Promote high standards of literacy

- Use effective teaching strategies (e.g. phonics)
- Use varied assessment approaches
- Provide timely feedback
- Set homework appropriately
- Use data to inform planning and targets
- Participate in statutory assessments

### **Behaviour and Safety**

- Create a safe and stimulating learning environment
- Manage behaviour effectively
- Maintain positive relationships
- Model positive attitudes and values
- Promote independence and self-regulation
- Carry out duties as directed
- Follow safeguarding procedures

### **Team Working and Collaboration**

- Participate in meetings and CPD
- Work collaboratively with colleagues
- Support development of staff and ECTs
- Contribute to school improvement planning
- Cover for absent colleagues

### **Fulfil Wider Professional Responsibilities**

- Build effective professional relationships
- Deploy support staff effectively
- Liaise with external agencies
- Communicate effectively with parents/carers
- Contribute to the wider life of the school

### **Administration**

- Register attendance and supervise pupils in line with policy
- Carry out administrative and organisational tasks

### **Professional Development**

- Review and improve teaching and assessment practice
- Engage in training and development opportunities
- Participate in appraisal processes

### **Other**

- Maintain professional standards including punctuality and attendance
- Carry out reasonable duties as requested by the Headteacher
- Adhere to the school's Code of Conduct and safeguarding requirements

**Note**

This job description is not a contract of employment and may change following consultation.

Signed by: Class Teacher: \_\_\_\_\_

Signed by: Headteacher: \_\_\_\_\_