

# HUNSBURY PARK PRIMARY SCHOOL

Part of the Orbis Education Trust

## Class Teacher Job Description

Post Title:	Class Teacher
School:	Hunsbury Park Primary School
Trust:	Orbis Education Trust
Pay Scale:	MPS/UPS
Contract:	Fixed Term 1 year (potential for permanency)
Working Pattern:	Full Time
Start Date:	1 <sup>st</sup> September 2026
Responsible to:	Head of School

This appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and all other current legislation. This job description may be amended at any time following discussion between the Head of School and the post holder and will be reviewed annually.

### Core Purpose of Post

To fulfil the professional responsibilities of a classroom teacher as set out in the School Teachers' Pay and Conditions Document and to meet the expectations set out in the Teachers' Standards. The post holder will contribute to the development and continued improvement of Hunsbury Park Primary School, supporting the school's vision, ethos and values.

### Strategic Direction and Development

#### Supporting the School Vision

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in order to support the school's values and vision.
- Encourage an ethos which promotes effective teaching and learning and sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.

### Teaching and Learning

#### Planning, Teaching and Class Management

- Plan and teach well-structured lessons to assigned classes in line with the school's curriculum, plans and schemes of work, through:
- Identify clear teaching objectives and specifying how they will be taught and assessed.
- Set tasks which challenge pupils and ensure high levels of interest, motivation and engagement.
- Have high expectations for all learners.
- Set clear targets that build on pupils' prior attainment.
- Identify pupils with SEND, EAL or who are more able, and provide effective support and appropriate challenge for these learners.
- Provide clear structures and routines for lessons, maintaining pace, motivation and challenge.
- Use a variety of teaching and learning approaches to match the needs of all learners.
- Make effective use of assessment to ensure coverage of programmes of study and to inform future planning.
- Use effective questioning and giving careful attention to errors and misconceptions.
- Select appropriate learning resources, including technology, to develop pupils' skills and knowledge.

- Evaluate your own teaching critically and reflectively to improve effectiveness.
- Experienced teachers (non-ECTs) lead a subject and drive it forward, raising its profile within the school.

### Monitoring, Assessment, Recording and Reporting

- Assess, monitor, record and report on the learning needs, progress and achievements of all pupils in your class.
- Make accurate and effective use of assessment in planning future lessons.
- Mark and monitor pupils' classwork, providing constructive feedback and setting targets for future progress.
- Assess and record each pupil's progress systematically and use the results to inform planning.
- Use national, local and school data to set clear targets for pupils' achievement.
- Prepare and present informative written reports to parents and carers.

### Standards and Expectations

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect.
- Maintain high expectations of all pupils' behaviour and attainment.
- Follow the school's clear framework for behaviour, using praise, sanctions and rewards consistently and fairly (in line with the school Behaviour policy)
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.
- Be a positive role model, consistently demonstrating the attitudes, values and behaviour expected of pupils.
- Monitor and intervene during teaching to ensure sound learning and a safe, orderly environment.

### **Safeguarding and Child Protection**

- Ensure you are familiar with the school's safeguarding and child protection policy and procedures.
- Know the identity of the Designated Safeguarding Lead (DSL) and Deputy DSL.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns and follow the school's reporting procedures.
- Promote the safety and wellbeing of pupils at all times.
- Follow the school's graduated approach towards attendance management.

### **Technology**

- Be a confident and effective user of technology in the classroom, using digital tools to enhance teaching and learning.

### **Professional Development and Appraisal**

- Take responsibility for your own professional development and engage actively with CPD opportunities provided by the school and Trust.
- Participate in the school's appraisal procedures and act on feedback received.
- Take part in further training and development to improve teaching practice.
- Be familiar with the school's current systems and structures as outlined in policy documents including Health and Safety and Child Protection policies.

### **Communication and Working with Others**

- Communicate effectively with pupils, parents and carers, establishing and maintaining positive working relationships.
- Provide reports on individual pupil progress to the Head of School, SLT and parents as required.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Collaborate with colleagues and other relevant professionals within and beyond the school, including external agencies where appropriate.
- Liaise effectively with parents, carers and governors.

## **Personal and Professional Conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Operate at all times within the stated policies and practices of the school.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.
- Take on any additional responsibilities which might from time to time be determined.

## **Contribution to School Life**

### Extra-Curricular Activities

- Contribute to the school's extra-curricular activities offer by organising and running at least one after-school weekly enrichment club or activity (across a minimum of two half-terms per year).

### Pastoral Duties

- As a class teacher, take responsibility for the pastoral welfare of the pupils in your class.
- Build positive working relationships with parents and carers, taking into account different backgrounds, cultures, beliefs and values.

### School Events

- Actively support and contribute to school events and activities, including parents' evenings, assemblies, school fairs, PTA events and other whole-school events.

*This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.*