



Class Teacher (KS2)
Job Description
Main Pay Scale

The post holder will teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

The line manager/s for the post holder will be the Executive Headteacher or members of the senior leadership team (SLT) as appropriate.

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers must adhere to the Teacher Standards (2012) – Preamble, Part 1: Teaching and Part 2: Personal & Professional Conduct. The standards define the minimum level of practice expected of teachers from the point of being awarded QTS.

All teachers are:

- To be committed to and to promote the school's vision, aims, objectives and values
- To take responsibility for promoting and safeguarding the welfare of pupils within the school in line with all relevant safeguarding policies and procedures both internal and external to the school

Main purpose of the job as a main scale teacher at Dollis Primary School -

- Inspire, excite learners through the delivery of an innovative and inspiring curriculum for all learners.
- Be committed to teamwork through valuing all team members and being committed to effective communication.
- Be responsible for the learning and achievement of all pupils in the class/group ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in achievement, behaviour and safety.
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils including wider cohesive community links e.g. use of Pupil Voice or Focus Group Discussions.

- Be a reflective and honest practitioner; where appropriate demonstrate the willingness to improve day-to-day practice.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.

Responsibilities to Teaching, Learning and Pupil Achievement –

- Establish a fun and exciting environment whilst still safe, purposeful and stimulating for all pupils.
- Establish an ethos of high expectations and discipline that is rooted in mutual respect.
- Implement a range of strategies to support the ethos of high expectations and discipline, supported through the use of praise, sanctions and rewards consistently and fairly in line with the school behaviour policy.
- Maintain excellent relationships with all pupils, exercise appropriate authority, and act decisively when necessary.
- Be responsible for the preparation and development of high quality teaching materials, teaching programmes and pastoral arrangements as appropriate including homework tasks.
- Be accountable for the attainment, progress and outcomes of all pupils' you teach and in your class, group or job title.
- Have a clear understanding of the pupils' capabilities and needs as learners thus allowing experiences to be appropriately planned and scaffolded.
- Demonstrate knowledge and understanding of how pupils learn, ensuring there is the provision for both challenge and support.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject) and modelling cursive handwriting.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics (where appropriate) and follow the selected school phonics provision.
- Make accurate and productive use of assessment to secure pupils' progress including additional updates if and when required.
- Give pupils regular feedback, both verbally and through quality and accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Support the school in monitoring the attendance of your children and focus on low or persistent absentees to ensure they feel safe and supported when in school to encourage high attendance.
- Have high expectations of behaviour and be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils through what you say, do and how you present yourself.

Teamwork and Collaboration at Dollis Primary School –

- Work as part of a Curriculum Team to develop and support the delivery of a specific curriculum area across the school.
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff as requested e.g. the induction and assessment of new teachers, teachers serving induction periods and threshold assessments where appropriate.
- Ensure that all colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Value every adult you work with ensuring positive relationships where every person's role and contribution ensures excellent pupil outcomes.

Fulfil Wider Professional Responsibilities at Dollis Primary School

- Work collaboratively with others to develop effective professional relationships which in turn benefit those receiving the curriculum.
- Deploy support staff effectively as appropriate through discussion and collaboration.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes.
- Communicate and co-operate at a professional level with relevant external bodies as and when required.
- Participate, coordinate and/or lead educational trips and visits to enhance the curriculum for your year group.
- Make a positive contribution to the wider life and ethos of the school through participation in extra-curricular clubs, assemblies, supporting Parent Association events, charity fundraising, national events etc

Professional Development at Dollis Primary School -

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Ensure year on year the quality of your teaching of all subjects improves through commitment to professional development.
- Be responsible for improving your teaching through participating fully in the appraisal process, training and development opportunities identified by the school.

- Keep up to date with educational research to refine your own pedagogy of teaching and learning.
- To have professional regard for the ethos, policies and practices of Dollis Primary School, and maintain high standards in your own attendance and punctuality.

Other

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Executive Headteacher.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Reviewed May 2026