



CLASS TEACHER – JOB DESCRIPTION

Contract Type: Part Time 0.4-0.6 / Fixed Term 31/08/2027

Salary/Grade: MPS/UPS

Required for: September 2026

Closing date: Friday, 1st May 2026

Interview Date : Interviews to take place W/C 5th May 2026

Purpose:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of School and Executive Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, teach and assess effectively, take responsibility for professional development and has students who achieve well.

Responsibilities:

A teacher (other than a Headteacher) may be required to undertake the following duties:

Teaching

Plan and teach lessons and sequences of lessons to the classes they are assigned to teach, within the context of the school's plans, curriculum and schemes of work.

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

Whole school organization, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Subject to paragraph the above supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Other specific duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school’s corporate policies.
- To continue personal development as agreed.
- To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed _____ Name _____ Headteacher

Signed _____ Name _____ Post-Holder

Date _____