



# FEARNHILL SCHOOL

Headteacher – Mr T Spencer, BSc

## Job Description: Classroom Teacher

**1. Title and Grade of Post: Classroom Teacher**  
**MPS/UPS**  
**Responsible to Headteacher**

### 2. Professional Responsibilities

- 2.1 to work according to the Teachers' Standards for England and Wales (2012)
- 2.2 to support the school's aim to promote the improvement of standards of teaching and learning and to support those policies and procedures laid down by the Headteacher;
- 2.2 to teach students within the school;
- 2.3 to carry out such other associated duties as are reasonably assigned by the Headteacher.

### 3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

### 4. Relationships

- 4.1 the post holder is responsible and accountable to the Headteacher and to the Leadership Team;
- 4.2 the post holder reports to the subject leader in respect of the departmental/faculty timetable and curriculum development;
- 4.3 the post holder reports to the Assistant Headteacher (Pastoral) and Head of Key Stage in matters of student development, monitoring of attendance, tutorial activities and academic monitoring;
- 4.4 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at Fearnhill School.

### 5. Particular Responsibilities

- 5.1 to effectively teach, according to their educational needs, students assigned to the post holder and to be accountable for their progress;
- 5.2 to establish and maintain effective classroom management strategies ensuring that discipline is upheld in accordance with the arrangements in the school;
- 5.3 to effectively assess, record and report students' progress in accordance with Fearnhill School's policies;
- 5.4 to promote equal opportunities at Fearnhill School in accordance with the school's equality policies;
- 5.5 to manage and deploy resources effectively in accordance with departmental and whole school policy;

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

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- 5.6 to contribute to departmental meetings and towards the development of appropriate syllabuses, schemes of work and teaching materials used by the department;
- 5.7 to participate in and take responsibility for his/her own continuing professional development, in accordance with departmental and whole school policies and procedures;
- 5.8 to promote, with colleagues, high standards of student conduct, dress and appearance in support of school policy;
- 5.9 to engage actively in the school appraisal process;
- 5.10 to ensure the effective /efficient deployment of classroom support;
- 5.11 to contribute to the process of monitoring and evaluation of the work of the school in line with agreed school procedures;
- 5.12 to track student progress and use information to inform teaching and learning. This may include the analysis of appropriate data;
- 5.13 to be a form tutor if required;
- 5.14 to track student progress and development in the role of tutor, referring students when required to the appropriate person;
- 5.15 to promote as a tutor the general progress and well-being of individual students and of the tutor group as a whole. This may include the analysis of appropriate data.

***This job description last updated January 2026 may be amended at any time by agreement, but in any case will be reviewed annually***

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