



# Winslow Church of England School

Lowndes Way, Winslow, Bucks MK18 3DG

## Job Description for Class Teacher & Reading Lead

**Salary: MPS/UPS**

**Start Date: September 2026**

<b>Line manager/s:</b>	The Headteacher, members of the senior leadership team (SLT) and the Governing body
<b>Supervisory responsibility:</b>	The post holder may be responsible for the deployment and supervision of the work of learning support assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for leading phonics and early reading
- Lead professional development through the coaching and monitoring of phonics
- Be responsible for the learning and achievement of all pupils in the class, ensuring the highest possible standards in work and behaviour and providing equality of opportunity for all
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Encourage and support collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 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 (2012)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

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### Duties and responsibilities:

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

#### Reading Lead

- Lead the development and delivery of phonics and early reading across Key Stage 1.
- Monitor the progress of phonics and reading, using data to identify areas for improvement.
- Provide coaching and support to teaching staff to ensure consistent, high-quality delivery of phonics and reading.
- Lead regular phonics assessments and track individual and group progress.
- Develop and implement strategies to further engage parents in supporting their child's reading development.
- Ensure a stimulating reading environment, including recommending and maintaining a wide range of age-appropriate resources.
- Collaborate with the senior leadership team to continually enhance our phonics and reading programmes.

## Class Teacher

- Meet expectations of teaching at appropriate Career Level Profile
- Be a positive role model in terms of behaviour, work and attitude, setting high expectations
- Plan and teach programmes of work in accordance with the National Curriculum in conjunction with colleagues in the same key stage, ensuring progression across the age and ability range meets the needs of individual learners
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies to engage and support the needs of all pupils
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Observe, assess, monitor and record the progress and attainment of all pupils in the class.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.

- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
- Effectively deploy and manage other adults in the classroom
- Be committed to supporting extra-curricular activities

### **Behaviour and Safety**

- Establish a safe, well-maintained and attractive learning environment for pupils, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Monitor and record pastoral aspects of the pupils' development
- Carry out playground and other duties as directed and within the remit of the current school Teachers' Pay and Conditions document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- 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 collaboratively within teams, contributing effectively to the development of the school.
- Foster excellent relationships and encourage the involvement and support of parents, governors, community and other agencies
- Maintain a positive ethos which reflects the philosophy of the school

### **Professional development**

- Proactively participate with arrangements made in accordance with the revised Performance Management Regulations 2012
- Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school, keeping abreast of current thinking and sharing with other staff all significant developments
- Be fully conversant and compliant with the school's procedures and policies, including Health and Safety

### **Other**

- Maintain high standards in your own attendance and punctuality
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
- Perform any reasonable duties as requested by the head teacher

**Note**

The *School Teachers' Pay and Conditions* document and Teachers Standards gives details of the role and professional responsibilities of the teacher. This overview should be read in conjunction with these documents. The job description is subject to an annual overview; however, it may be amended at any time following consultation with the post holder.