

Job Description for Class Teacher

September 2025/26

Hall Green
Infant and Nursery School



Growing and learning together

SAFEGUARDING

Hall Green Infant & Nursery School is committed to Safeguarding and promoting the welfare of children and young people as required under the Education Act 2002. We expect all staff and volunteers to commit to the Department for Education's 'Keeping Children Safe in Education' – statutory guidance for schools.

1. Class Teacher Responsibilities

Areas of responsibility and key tasks:

A. Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- setting tasks, including homework, which challenge pupils and ensure a high level of interest
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- setting clear targets building on prior attainment
- identifying the needs of individuals and groups within the class, taking note of education healthcare plans and the requirements of the SEND Code of Practice
- making effective use of assessment information when planning lessons
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- the use of Teaching Assistant time as appropriate.

B. Teaching and Class Management

- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- provide clear structures for lessons maintaining pace, motivation and challenge
- use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, ICT and other sources

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- critically evaluate teaching to improve effectiveness

C. Monitoring, assessment, recording, reporting - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

D. As part of your duties you may be required to undertake management of a subject area as negotiated by the Headteacher. The management of the subject will be with support from the Deputy Headteacher who holds overall responsibility of the Curriculum and the member of staff who is the overall leader of your curriculum area.

- Develop and implement a policy and teaching programme for the subject that creates an understanding of its role in children's learning;
- Develop plans and targets for the subject, its development and/or maintenance in line with the school and year group development plan;
- Undertake objectives and tasks assigned to you in line with the agreed priorities and goals within the year group action plan.
- Establish clear whole school/group targets for achievement and progress within your specialist subject.
- Evaluate the teaching of the subject through effective monitoring strategies advising the line manager of effective practice, areas for improvement and suggested action to improve the quality of teaching where necessary.
- Help all teachers to achieve expertise in teaching the subject through example, support and professional development opportunities;
- Advise other senior managers so that they are well informed about policies, plans and priorities for the subject, and their incorporation in the school development plan where appropriate.
- Contribute to and support school self-evaluation activities and procedures within the remit of the job role.
- Maintain records / file showing an overview of the subject and the recent / current / future developments within it.

E. Other professional requirements – to:

- be responsible for promoting and safeguarding the welfare of all children
- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations

- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors as necessary
- in addition to carry out other duties as reasonably required by the Headteacher.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 2012, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually.

Job Description issued by

(Signature of Headteacher or designated member of the Leadership Team)

Copy Received by

(Teacher Signature)

Date _____