

Ursula Taylor Church of England School



Job Description

Job Title: Key Stage 2 Class Teacher

Reports to: Headteacher and Assistant Headteacher

Location: Ursula Taylor C of E School, part of the Diocese of St Albans Multi Academy Trust (DSAMAT)

Salary Range/ Contract: Teacher's Pay Scale (MPS) Full time, permanent contract. This post would be suitable for an ECT

Date: Contractual start date: ASAP/01.09.2026

Purpose of the Role

- To provide high-quality teaching and learning for pupils within Key Stage 2.
- To support the Christian ethos, values and vision of Ursula Taylor C of E School.
- To ensure that every child is nurtured, challenged and inspired to achieve their full potential.
- To contribute actively to school improvement and the wider life of the school community.
- To work collaboratively within DSAMAT, engaging with Trust-wide professional development and networks.

Key Responsibilities

Teaching and Learning

- Plan, deliver and assess high-quality, engaging lessons in line with the National Curriculum.
- Use a range of teaching strategies to meet the needs of all learners, ensuring progress for every pupil.
- Set tasks which challenge pupils and ensure high levels of interest.
- Demonstrate high expectations for all children, setting clear targets and build on prior attainment.
- Identify and support SEND or very able pupils.
- Create a positive, inclusive and stimulating learning environment.
- Provide clear learning objectives, success criteria and feedback to support pupil progress.
- Effectively use formative and summative assessment to monitor learning and inform planning.

- Use a variety of engaging teaching methods:
 - Including planning for effective progression and use of appropriate and challenging vocabulary.
 - Use effective questioning and provide opportunities for assessment for learning
 - Provide positive feedback and clear next steps in line with the school's marking and feedback policy
 - Select appropriate learning resources and encourage independent learning through choice and challenge.
 - Provide cross curricular opportunities, including, the use of ICT and computing.
- Maintain high expectations of behaviour, promoting a calm, respectful and purposeful learning culture paying close attention to our school's behaviour Policy.
- Model, promote and encourage our school values, teaching children to take responsibility for themselves, resources and our environment.
- Work as a member of the team, planning cooperatively, sharing information, ideas and expertise.
- Consult and plan with Teaching support staff, SENCo and external advisory agencies as appropriate.
- Maintain a stimulating, informative environment displaying and valuing children's work.
- Maintain high standards of conduct and discipline and be fully aware of the responsibilities linked to Safeguarding and Child Protection.
- Be flexible and willing to assume additional responsibilities, when deemed appropriate by the Headteacher, in line with the School Teacher's Pay and Conditions Document.

Curriculum and Assessment

- Contribute to the planning and development of the KS2 curriculum.
- Ensure continuity, progression and high standards across the phase.
- Take responsibility for tracking and reporting on pupil progress.
- Use assessment data to identify next steps for individuals, groups and whole classes.

Communication

- Establish good relationships with parents and carers to promote children's learning and achievement.
- Prepare and present informative and high quality reports for parents/carers.
- Provide and contribute to oral and written assessments, reports and reviews relating to individual pupils and groups of pupils; e.g. in the context of SEND.
- Attend and take a constructive part in staff meetings, Inset days and other school/Trust training sessions.
- Contribute towards school assemblies and collective worship.
- Be responsible for keeping up to date with school notices and bulletins.

- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or on the playground to greet the children at the start of teaching sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Pastoral Responsibilities

- Build positive, supportive relationships with pupils, fostering confidence, independence and resilience.
- Promote the safeguarding and wellbeing of pupils at all times.
- Communicate effectively with parents and carers, providing regular updates on progress and behaviour.
- Uphold the school's Christian values and contribute to collective worship and whole-school events.

Professional Development and Collaboration

- Engage actively in professional development opportunities within the school and across DSAMAT.
- Participate in Trust-wide subject networks, training and leadership pathways.
- Work effectively with teaching assistants, colleagues, leaders and external agencies.
- Reflect on and improve practice through coaching, peer support and self-evaluation.
- Be responsible for, alongside colleagues, a specified subject area, leading the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school (Not applicable to ECTs)

Wider Responsibilities

- Demonstrate a commitment to the full life of the school and work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school.
- Support and assist in the development of school policies
- Undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school e.g. playground duties
- Be supportive of the school's extra-curricular activities, including the running of a club.

Class Teacher Job Description **Updated January 2026**