



Chesham Bois CE School Class Teacher – Job Description (Main scale)

Our Core Christian Values

We place the child at the centre of all we do. We welcome all children and families. Our work is driven and inspired by our Christian Values which are lived out on a daily basis by children and adults. Our caring, nurturing learning environment enables all children to achieve together.

Matthew 19.14

“Let the little children come to me. Don’t stop them, because this kingdom of heaven belongs to children like these.”

Together we believe, achieve and care.

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
- Meet the expectations set out in the Teachers’ Standards
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Support the work of the designated safeguarding lead (DSL) to actively contribute to a whole-school culture of safeguarding
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Provide pastoral care to all pupils (as required) and be aware of mental health and wellbeing needs

Duties and responsibilities

Teaching

- Establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure, valued and confident.

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Identify and support pupils with differing levels of ability and those experiencing behavioural, emotional, and social difficulties
- Involve pupils in reflecting on, evaluating and improving their own performance and progress
- Promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning
- Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Work alongside Senior Leaders to support the development of the school as outlined in the annual development plan
- Implement and review assigned subject development plans in conjunction with Senior Leaders
- Develop and audit schemes of work and other documentation related to subject leadership within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met
- Develop strategies within subject leadership to promote new teaching methods and improve learning throughout the school and consistently monitor their effectiveness in raising standards of teaching and learning
- Lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice
- Make a positive contribution to the wider life and ethos of the school
- Support Senior Leaders in the successful achievement of whole-school initiatives such as The CBS Child
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of all pupils
- Maintain good order and discipline among all pupils, managing behaviour effectively to ensure a good and safe learning environment in line with the school's policy and procedures
- Carry out additional duties such as playtime supervision
- Complete statutory Health and Safety training in a timely manner

Working with stakeholders and other relevant professionals

- Develop effective professional relationships with colleagues, Governors, ODBST, parents and other relevant professionals
- Communicate effectively with pupils, parents and carers, colleagues, Governors and ODBST
- Collaborate and work effectively with colleagues, Governors, ODBST, parents and other relevant professionals within and beyond the school
- Attend staff meetings and engage with training opportunities
- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Where appropriate, contribute to the recruitment and professional development of other teachers and support staff

Professional development

- Take part in the school's appraisal procedures

- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate
- Keep abreast of current educational practice

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Create a happy, challenging and effective learning environment • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils, parents and colleagues • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning • Communicate effectively (both orally and in writing) to a variety of audiences
Personal qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and equality • Commitment to the nurturing ethos of the school • Friendly, calm, hardworking, committed, enthusiastic, calm under pressure and well-organised • A commitment to getting the best outcomes for all pupils and promoting the values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2025

Next review date: July 2026

