

<b>LUDLOW CE SCHOOL</b>	<b>PART OF THE DIOCESE OF HEREFORD MULTI-ACADEMY TRUST</b>	 <b>LUDLOW CE SCHOOL</b>
<b>JOB DESCRIPTION</b>	<b>CLASS TEACHER</b>	<b>Grade: MPS/UPS</b>
<b>Organisational information:</b>		
<ul style="list-style-type: none"> <li>Responsible to: Headteacher, via appropriate Subject Leader</li> </ul>		
<b>Main Purpose, Responsibilities and Accountabilities:</b>		
<ul style="list-style-type: none"> <li>To carry out and fulfil the professional responsibilities and duties of a teacher, as set out in the School Teachers' Pay and Conditions Document from time to time in force.</li> <li>Meet the expectations set out in the Teachers' Standards from time to time in force.</li> </ul>		
<p>At this school, the following areas have been highlighted as being of particular importance:</p>		
<p><u>Curriculum and Assessment</u></p> <ul style="list-style-type: none"> <li>To design, create, plan, teach and model delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels.</li> <li>To keep up to date with national developments at each key stage and with teaching pedagogy and assessment.</li> <li>To ensure that all student data is utilised to modify planning and personalise support.</li> </ul>		
<p><u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none"> <li>To liaise with and report to all appropriate personnel regarding support for student progress, including SENCO, SLT and parents/carers.</li> </ul>		
<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> <li>Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.</li> <li>Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.</li> <li>Adapt teaching to respond to the strengths and needs of pupils, both academically and pastorally.</li> <li>Set high expectations which inspire, motivate and challenge pupils.</li> <li>Promote good progress and outcomes by pupils.</li> <li>Undertake the role of a Form Tutor.</li> </ul>		
<p><u>Whole-school organisation, strategy and development</u></p> <ul style="list-style-type: none"> <li>Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision.</li> <li>Make a positive contribution to the wider life and ethos of the school.</li> <li>Work with others on curriculum and pupil development to secure co-ordinated outcomes.</li> <li>Provide cover, in the unforeseen circumstance that another teacher is unable to teach.</li> <li>Be aware of and play an appropriate part in implementation of all school policies.</li> <li>Participate in appropriate meetings with colleagues and parents/carers.</li> <li>Carry out a share of supervisory duties in accordance with published rosters.</li> <li>Attend assemblies and other formal occasions as required.</li> </ul>		
<p><u>Health, safety and discipline</u></p> <ul style="list-style-type: none"> <li>Promote the safeguarding and welfare of the students in the school.</li> <li>Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.</li> </ul>		
<p><u>Professional development</u></p> <ul style="list-style-type: none"> <li>Take part in the school's appraisal procedures.</li> <li>Take part in further training and development to improve own teaching.</li> </ul>		

#### Communication

- Communicate effectively with pupils, parents and carers.

#### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, including setting a good example by your own presentation, personal and professional conduct, including use of positive language with staff, students and parents, and keeping high standards of punctuality and courtesy.
- Have proper and professional regard for the ethos, policies, practices and protocols of the Academy and Trust and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

**Post-threshold teachers** are additionally required to continue to meet and actively undertake duties compliant with the criteria set out in the School Teachers' Pay and Conditions Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained and in line with or above national standards.

#### **General:**

- Support the school to promote a culture of Child Protection and comply with the Interagency procedures of the Safeguarding Boards and The Diocese and Academies' policies for safeguarding children
- Ensure appropriate records are maintained, to include details of interventions and outcomes and comply with the requirements of the Academy's Data Protection Policy
- Attend staff meetings/briefings, Parents' Evening and other events as appropriate.
- Become involved in pupil transition between schools and across phases.
- Access and act in accordance with all relevant Academy plans, policies and appropriate documentation
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions, cooperating with relevant staff to always ensure a safe working environment.
- Undertake training where needed.
- Lead on additional responsibilities as applicable to role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Date Job Description reviewed:	January 2026
Job Holder Name:	Line Manager Name:
Job Holder Signature:	Line Manager Signature:
Date	Date