



APPENDIX ONE

Classroom Teacher

Job Description

Main purpose

- Under the direction of the Headteacher, formulate the aims and objectives of the school.
- Meet the expectations set out in the Headteachers' and Teachers' Standards.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

- Prepare and deliver lessons to classes of different ages and abilities.
- Mark work, give appropriate feedback and maintain records of pupils' progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Prepare pupils for qualifications and external examinations.
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
- Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole-school training events.
- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
- Supervise and support the work of teaching assistants, trainee teachers and Early career teacher (ECT's).
- Organise and participate in extracurricular activities, such as outings, social activities and sporting events.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Teaching and Learning:

- Be responsible for the quality of the teaching and learning of all assigned pupils.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development:

- Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
- Demonstrate the vision and values of the school in everyday work and practice.
- Assist the Headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes.
- Create costed subject development plans which contribute positively to the achievement of the school development plan and which actively involves staff in its design and execution.



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- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

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.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

March 2025