



**Primary School  
Classroom Teacher**  
(including the Early Years Foundation Stage (EYFS))  
**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.

**And in relation to EYFS teachers:**

- To plan, deliver, and assess high-quality learning in EYFS in line with statutory requirements and school policies.
- To support pupils' spiritual, moral, social, and cultural development, reflecting the Catholic ethos of the school.



- To work collaboratively as part of the staff team within our Trust, sharing best practice.
- Deliver a broad, balanced, and creative EYFS curriculum that meets the needs of all children.
- Foster a nurturing and stimulating classroom environment that promotes curiosity and a love of learning.
- Assess, monitor, and record children's progress, identifying next steps and differentiating as required.
- Work in partnership with parents, carers, and external agencies to support children's learning and wellbeing.
- Ensure high standards of behaviour and safety, following safeguarding procedures at all times.

## **Whole-school organization, 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.
- 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.

November 2025