

St Mary's C of E (Aided) Primary School, Pulborough

Class teacher - Job description



‘A Christ-centred school with a child-centred curriculum’

Responsible to: Head teacher and Deputy head teacher

This job description should be read in conjunction with the current conditions of employment for Class Teachers contained in the current School Teachers’ Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

Purpose:

- To be responsible for the learning and achievement of all pupils in the assigned class ensuring equal opportunities for all.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- To act within the statutory framework which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers’ Pay and Conditions Document and Teacher Standards (2012).
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers’ Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher standards as part of the appraisal and performance management process as relevant to their role in the school.

Teaching:

- To deliver the curriculum as relevant to the age and ability of the assigned class.
- To be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- To be accountable for the attainment, progress and outcomes of all pupils in the assigned class.
- To be aware of pupils’ capabilities and their prior knowledge and to plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.

- To have a clear understanding of the needs of all pupils including those with SEND, G&T, EAL, GRT or any other potential barrier to learning and be able to use and evaluate distinctive teaching approaches and strategies to engage and support them.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading and writing, to demonstrate a clear understanding of appropriate teaching strategies, eg; synthetic phonics and early mark-making.
- To use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and attainment.
- To make accurate and productive use of assessment to secure pupils' progress.
- To give pupils regular feedback, both orally and through accurate, developmental marking, and to encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and learning.
- To use relevant data to monitor progress, set targets and plan subsequent lessons.
- To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- To participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety:

- To establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies using praise, sanctions and rewards consistently and fairly.
- To manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate, engage and challenge pupils.
- To maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.
- To be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils.
- To have high expectations of behaviour, promoting self-control and independence of all learners.
- To carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol and procedures.

Team working and collaboration:

- To participate in any relevant meetings/professional development opportunities at the school which relate to learners, curriculum or organisation of the school including pastoral arrangements, assemblies and acts of worship.
- To work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- To contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers.

- To ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation, pastoral and spiritual functions of the school.
- To cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions Document.

Administration:

- To register the attendance of and supervise pupils, before during or after school sessions as appropriate.
- To participate in and carry out any administrative and organisational tasks within the remit of the current Teachers' Pay and Conditions Document.

Professional development:

- To regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- To be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or developed as an outcome of your appraisal.
- To participate proactively with arrangements in accordance with Appraisal Regulations.

Fulfil wider professional responsibilities:

- To work collaboratively with others to develop effective professional relationships.
- To deploy support staff effectively as appropriate.
- To communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- To communicate and co-operate with relevant external bodies.
- To fully support the aims and Christian ethos of St Mary's and to make a positive contribution to the wider life and ethos of the school.

Employees will be expected to comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head teacher and member of staff and will be reviewed annually.

June 2025