


## Class Teacher 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).

In addition to the requirements in the areas of responsibility/key tasks, a class teacher will also:

-  Provide Subject Leadership for Specified Subject  
(Only relevant for staff beyond their NQT year)

### **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

### **Teaching and Learning Responsibilities**

- Plan, prepare, and deliver high-quality lessons in line with the National Curriculum, ensuring continuity and progression for all pupils.
- Create a positive, inclusive, and stimulating classroom environment that supports effective learning and promotes high expectations of behaviour and achievement.
- Adapt teaching to respond to the strengths and needs of all pupils, including those with SEND, disadvantaged pupils, and other vulnerable groups.
- Use a range of teaching strategies and resources to engage pupils and promote active, independent learning.
- Assess, record, and report on pupils' progress accurately, using assessment to inform planning and provide constructive feedback.
- Set clear learning objectives and success criteria, ensuring pupils understand what is expected of them and how to improve.
- Manage the classroom effectively to ensure a safe, orderly, and supportive learning environment.
- Work collaboratively with colleagues, support staff, and external professionals to enhance teaching and learning.
- Maintain high standards of professional practice in line with Teachers' Standards and school policies.

### **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
- Make a positive contribution to the wider life and ethos of the school

## **Health, safety and discipline**

- 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

## **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

## **Communication**

- Communicate effectively with pupils, parents and carers
- Prepare and present informative reports to parents

## **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
- 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
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Head Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_