



## THE ABBEY CE VA PRIMARY SCHOOL

### JOB DESCRIPTION

JOB TITLE:	Class Teacher
REPORTS TO:	Key Stage Leader and Senior Leadership Team
SALARY RANGE:	TEACHERS' PAY SCALE (Main/Upper)
START DATE:	1 <sup>st</sup> September 2025

#### **Main duties**

Be responsible for the high-quality teaching and learning and achievement of all pupils in the class/es ensuring equality of opportunity for all

Be responsible and accountable for achieving the highest possible standards in work and conduct

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position

Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils

Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*

Take responsibility for promoting and safeguarding the welfare of children and young people within the school

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 which can be found on the GOV.UK website: <https://www.gov.uk/government/publications/teachers-standards>

Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

#### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be responsible for enabling children to make rapid and sustained progress in all curriculum areas; making reasonable adjustments for children who do not
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; PPG; disabilities; and be

able to use and evaluate distinctive teaching approaches to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- 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 levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and 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 study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - monitoring quality and standards
  - contributing to school planning and self-evaluation
  - providing professional support to other teachers and support staff
  - advising the Headteacher and Leadership Team on appropriate resources and materials leading appropriate professional development
- All upper pay scale teachers will:
  - provide a role model for professional practice in the school
  - make a distinctive contribution compared with other teachers contribute effectively to the wider team.

### **Behaviour and Safety**

- 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
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Supervise the work of any support staff who are assigned to work with the pupils
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues (if required) within the remit of the current *School Teachers' Pay and Conditions* document

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships and deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with school appraisal policy

### **Equalities**

- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### **Health and Safety**

- Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

## **Safeguarding**

- Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

## **Additional Information**

- To have professional regard and contribute to and support the overall aims, ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.
- Perform any reasonable duties as requested by the Headteacher

***This job description is current, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary and job title.***