



Title	Class Teacher – Maternity Cover
Date	March 2025
Grade	MPS 1-6
Hours	Full Time / Part Time
Responsible to	Head of School

Purpose

To undertake the role of a class teacher taking responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay & Conditions Document, having due regard to the requirements of the National Curriculum and LA and school policies.

Professional Duties

1. To plan, prepare and teach the National Curriculum in line with statutory requirements and the school's schemes of learning, ensuring teaching of the highest standard.
2. To create a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential and in which they feel secure.
3. To engage in enquiry-based learning as part of the school's approach to strategic improvement in order to maintain and develop a teaching and learning environment of the highest standard.
4. To work co-operatively as part of a year team, including the planning of work & management of support staff in the classroom.
5. To monitor and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression.
6. To ensure the individual needs of all pupils including SEND & EAL pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
7. To enable pupils to develop a wide range of skills and independence.
8. To maintain good order and discipline within the class, in line with the school's behaviour policy.
9. To work in partnership with parents and other members of staff to promote the wellbeing and educational progress of each pupil.
10. To follow school policies under the direction of the Head of School and Assistant Headteacher.
11. To actively take part in professional development, sharing expertise and experiences as required.
12. To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments.



13. To follow guidance and support from senior colleagues and to work towards agreed personal development objectives through the performance appraisal process.
14. To take an active role as a curriculum leader or area co-ordinator.
15. Work alongside other members of staff to review and innovate the curriculum.
16. To perform other such duties that the head of School may from time to time assign in order to promote the effective running of the school.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

www.castle federation.org

Executive Headteacher:
Ms R Roberts PGCE
NPQH NPQEL

Victoria
Church of England
Infant & Nursery School

Prince Edward Street, Berkhamsted
Hertfordshire HP4 3HA
Telephone: 01442 865781
admin@victoria.herts.sch.uk
www.victoria.herts.sch.uk

Head of School:
Mrs L Freeman MA PGCE

The
Thomas Coram
Church of England School

Swing Gate Lane, Berkhamsted
Hertfordshire HP4 2RP
Telephone: 01442 866757
admin@thomascoram.herts.sch.uk
www.thomascoram.herts.sch.uk

Head of School:
Miss L Hill LLB PGCE