

Generosity

Respect



Wisdom

Trust

Hope



# Class teacher Job Description



At High Halden we take pride in creating a nurturing environment where our community of learners are valued as individuals. Through God's love, rich experiences and a sense of belonging, all will make strong roots to grow, flourish and bear fruit.



*'Rooted in God, we grow together'*



## Job Description – Class Teacher

**High Halden Church of England Primary School**

*Part of the Flourish Together Federation*

**Job Title: Class Teacher**

**Contract:** Full Time, Permanent

**Salary:** MPS, dependent on experience

**Responsible to:** Executive Headteacher

**Start Date:** September 2025

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### General Statement

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers' Pay and Conditions Document*. Teachers' performance will be assessed against the *Teachers' Standards* as part of the appraisal process, relevant to their role in the school.

As a teacher at High Halden CEP School, you will play a vital role in nurturing an environment where every child can flourish spiritually, socially, and academically. You will contribute to a school community that values positivity, collaboration, inclusion, and a shared commitment to excellence.

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### Main Accountability

Teachers at High Halden CEP School make the education and wellbeing of their pupils their first concern. They are accountable for achieving the highest possible standards in both work and conduct. Teachers act with integrity, maintain up-to-date subject and pedagogical knowledge, build positive professional relationships, and work effectively with parents and colleagues in the best interests of all pupils.

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### Professional Duties

#### Teaching and Assessment

- Plan, prepare and deliver engaging, creative and well-structured lessons in line with school and national curriculum requirements.
- Foster a stimulating learning environment both indoors and outdoors that promotes curiosity, independence and enthusiasm for learning.

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- Adapt learning to meet the needs of all pupils, including those with additional needs or higher ability.
- Use a range of effective teaching strategies and resources to ensure all pupils make good or better progress.
- Set high expectations for pupils' behaviour and learning, and model these consistently.
- Assess, record and report on pupil progress and development, using AfL strategies to inform teaching and raise standards.
- Provide constructive and timely feedback to pupils.
- Maintain an organised and attractive classroom environment that reflects and supports learning.

#### **Pastoral Responsibilities**

- Promote the general progress, safety and wellbeing of individual pupils and the whole class.
- Uphold the school's behaviour policy and the values embedded within the school's ethos.
- Communicate regularly and effectively with parents/carers.
- Maintain positive relationships with all stakeholders and support the spiritual, moral, social and cultural development of pupils.
- Support and safeguard pupils in line with school policy and statutory guidance.

#### **Management and Personal Development**

- Manage personal time and workload effectively while contributing to the smooth running of the school.
- Work effectively with Teaching Assistants and support staff, delegating appropriately and collaboratively.
- Participate in the school's performance management and CPD programmes, actively seeking opportunities to develop professional practice.
- Be reflective, open to feedback, and committed to continuous professional growth.

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- Support trainee teachers and/or ECTs as required.

### **Collaboration and Wider Contribution**

- Engage actively with staff across the *Flourish Together Federation* to share good practice, moderate assessments, and develop curriculum.
- Lead or support subject leadership as appropriate, depending on experience and expertise.
- Contribute to the life of the school through involvement in events, clubs, worship, trips, and community activities.
- Attend and contribute to staff meetings, planning sessions and federation CPD events.
- Support and develop pupil leadership opportunities in line with the school's ethos and strategic journey.
- Champion wellbeing, positivity and a can-do attitude within the staff team.

### **Administration and Communication**

- Complete planning and documentation in line with school expectations.
- Maintain accurate records, including attendance and progress data.
- Contribute to written reports and professional meetings with outside agencies or parents.
- Attend and support parent consultations and federation events.

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### **✨ If You Are an Experienced Teacher...**

You may be expected to take on subject leadership responsibilities, which will be negotiated on appointment. This includes driving improvements in teaching, learning and outcomes in your subject area, monitoring progress, and supporting colleagues across the school and federation.

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## Flourishing at High Halden CEP School

We believe that a positive, cheerful, and lively school culture creates a fabulous place to work and thrive. We are committed to ensuring that every member of staff feels valued, supported, and empowered to be their best. We are particularly keen to hear from teachers who:

- Enjoy making learning fun and exciting.
- Thrive in outdoor and indoor teaching environments.
- Take initiative, are reflective, and bring energy and positivity.
- Are passionate about staff and pupil wellbeing.
- Demonstrate a deep understanding of teaching and learning and want to keep getting better.

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### Safeguarding Statement

*High Halden CEP School and the Flourish Together Federation are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.*

Signature of post holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_ Date \_\_\_\_\_

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