



Harrietsham Church of England Primary School

"Nurtured We Flourish"

Class Teacher Job Description

Job details

Salary: MPS

Hours: Full-Time / Part-Time

Contract type: Temporary – Maternity cover (with the possibility of becoming permanent in September 2026)

Reporting to: Headteacher

Responsibilities:

- To implement and deliver an appropriately, broad, balanced, relevant and differentiated curriculum for pupils and to support and lead a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and behaviour.

Competencies:

To exhibit and promote the following:

- Flexibility
- Respect
- Confidence
- Team working
- Impact and influence
- Initiative
- Managing and supporting pupils
- Passion for learning
- Self-driven

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class 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 a teachers professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- 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 teacher 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 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 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; more able and talented; EAL; 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.
- If teaching Early Reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- 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 pupil 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 Home Learning 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.

Subject Leader Responsibilities:

- To be responsible for leading a subject, or subjects, throughout the school.
- To review and update the appropriate policies, displays and curriculum intent.
- To monitor standards within these subjects and report to the Leadership Team in order to support the raising of standards and improvement.
- To support the Leadership Team in monitoring and evaluating standards of teaching, identifying areas for improvement; report to the Leadership team on planning and implementing strategies to improve teaching where needs are identified.
- To develop subject action plans as part of the School Improvement Plan.
- To be responsible for running a budget across agreed curriculum subjects.
- To update the website for their curriculum area.

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.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- 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 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.
- 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 including attending school fund raising events and running a club.

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 well-being, 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 the Appraisal Regulations 2012.

Ethos/Values/Religious Character:

- Possesses a passionate belief that all young people can succeed.
- Holds a strong desire for every child to flourish and achieve their very best in their academic, social, physical and spiritual development.
- Promotes equality of opportunity and respect for diversity.
- Is able, and committed, to promote and develop the school's distinctive Christian vision, standards and character.

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

PERSON SPECIFICATION: Class Teacher



Can evidence and demonstrate the following:

- 1 Hold a teaching certificate in Education which is recognised by the DfE.
- 2 An excellent understanding of current theory and practice of best quality teaching and learning.
- 3 Experience of managing and using pupil attainment and tracking data bases to inform planning, practice and raise achievement.
- 4 An understanding of the importance of a child centred ethos in securing high standards and of strategies for improving standards as a result of this.
- 5 Experience in leading a curriculum subject area and ensuring positive impact on the standards in this subject across the school.
- 6 To be inclusive and relate well to all children and be responsive to their needs.
- 7 Good, up-to-date understanding of child protection issues and procedures.
- 8 An understanding of the role of parents and the community in school improvement and how this can be promoted and developed.
- 9 Ambition, energy, resilience, creativity and the ability to enthuse, inspire and motivate others.
- 10 To have a good personal presence, be able to communicate clearly and have a sense of humour.
- 11 Able to develop and maintain effective relationships with all members of the school community and outside agencies.
- 12 To be approachable, accessible and flexible.
- 13 To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.
- 14 To lead an extra-curricular club for the children of Harrietsham C of E Primary School.
- 15 To uphold the Christian values and distinctiveness of the school.