

The Bourne Partnership – Job Description

Post title: Class Teacher

Salary and grade: Main Pay Scale

Line manager: Headteacher

Core purpose of the job

- Be responsible for the learning, progress, and achievement of all pupils in your class, ensuring equality of opportunity for all.
- Be accountable for achieving the highest possible standards in teaching, learning, and professional conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and observe proper professional boundaries at all times.
- Work proactively in collaboration with learners, parents/carers, governors, colleagues, and external agencies to promote the best outcomes for pupils.
- Meet the professional standards set out in the Department for Education's Teacher Standards Documents.
- Act within statutory frameworks, including the School Teachers' Pay and Conditions Document.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Teaching and Learning

- Plan, prepare, and deliver high-quality, inspiring lessons tailored to the age, ability, and needs of your pupils.
- Be accountable for pupils' attainment, progress, and outcomes.
- Understand pupils' prior knowledge and capabilities, using assessment and observation to plan effective teaching strategies.
- Demonstrate thorough knowledge of how pupils learn, including SEND and other additional needs.
- Promote high standards of literacy, numeracy, and spoken English across all teaching.
- Use a range of assessment, monitoring, and recording strategies to set challenging learning objectives and track pupil progress.
- Provide timely, constructive feedback to pupils and encourage them to reflect and respond.
- Set homework and plan enrichment activities to extend learning beyond the classroom.
- Employ technology effectively to enhance teaching, assessment, and pupil engagement.
- Lead a subject or area of the curriculum as part of middle leadership responsibilities, ensuring standards are high, planning is cohesive, and colleagues are supported.

Behaviour and Safety

- Establish a safe, purposeful, and stimulating classroom environment.
- Manage pupils effectively using strategies appropriate to their needs to motivate and challenge them.
- Maintain positive relationships, model good behaviour, and act decisively when necessary.
- Promote self-control, independence, and responsibility in learners.
- Follow the school behaviour policy and contribute to whole-school initiatives.
- Supervise pupils during breaks, assemblies, and other duties in line with the School Teachers' Pay and Conditions Document.
- Ensure all safeguarding policies are followed and raise concerns promptly.

Teamwork and Collaboration

- Participate in meetings, professional development, and school events relating to curriculum, pastoral support, and learning.
- Work collaboratively with colleagues to share best practice and contribute to school improvement.
- Support the induction and mentoring of new staff and contribute to colleagues' professional development.
- Work effectively with teaching assistants and support staff, ensuring their roles in learning are clear and effective.

Wider Professional Responsibilities

- Develop positive relationships with parents and carers, communicating about pupils' achievements, wellbeing, and progress.
- Engage in parent-teacher meetings, workshops, and other events to support pupil learning.
- Collaborate with external agencies and partners to support learning, wellbeing, and inclusion.
- Contribute positively to the school's ethos, extra-curricular activities, and wider community life.

Administration

- Maintain accurate records, registers, and reports in line with school policies.
- Carry out administrative tasks, including marking, feedback, and progress reports, according to school guidelines.
- Attend Child Learning Reviews, meetings, and other professional obligations as required.

Professional Development

- Regularly review and refine your teaching and assessment approaches in line with pupil progress and feedback.
- Participate fully in training, development, and appraisal opportunities identified by the school.
- Proactively engage in CPD linked to middle leadership, curriculum development, and subject-specific responsibilities.

Other

- Maintain professional standards, punctuality, and conduct at all times.
- Perform any reasonable duties requested by the **Headteacher**.
- Lead or contribute to a subject or curriculum area as a middle leader, supporting planning, standards, and team development.

Note:

This job description is not your contract of employment. It has been prepared for the purpose of the Bourne Partnership Organisation Plan and may change with consultation as roles or school organisation evolve.

Signature of Post Holder: _____

Signature of Headteacher: _____

Date: _____

