

**FEDERATION OF  
BODSHAM CHURCH OF ENGLAND PRIMARY SCHOOL  
AND  
SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL  
JOB DESCRIPTION**

**POST:** Class Teacher

**DATE AGREED:** September 2026

**GRADE:** Main pay scale/U1

**RESPONSIBLE TO:** Headteacher

**Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

**Areas of Responsibility and Key Tasks**

**Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;

- using a variety of teaching strategies which involve planned adult intervention, first hand experience and play and talk as a vehicle for learning.

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress; assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by school procedures;
- prepare and present informative reports to parents.

### **Curriculum Development – not applicable to Early Career Teachers**

### **Accountability for leading, managing and developing a subject area in Key Stage 1 and 2**

- Working with other teachers in Key Stage 1 and 2:
- Identify relevant school improvement issues
- To formulate, communicate and monitor the School Plan to ensure concerns and ideas are considered and all staff understand the school targets and the part they play in achieving these.
- Define and agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities
- Evaluate the impact of all improvement activities on the quality of teaching and learning
- Provide the Headteacher with relevant subject and pupil performance information
- To provide regular updates at SLT to ensure SLT are fully aware of all successes, issues and concerns.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the conditions of employment for teachers contained in the current School Teachers' Pay and Conditions Document, the Teachers' Standards (2011), and the Education (School Teachers' Appraisal) (England) Regulations 2012.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.