

Teacher Job Description



Approved by:	Alison Neal
Last reviewed on:	July 2025
Next review due by:	July 2026

Job details

Salary:as advertised

Hours: 40 hours per week

Contract type: full time

Reporting to: Senior Management Team, Deputy Head Teacher and Head Teacher.

Responsible for: Learning Support Assistants

Main purposes:

The teacher will:

- Fulfil the professional responsibilities of a teacher, and meet the expectations of the Teacher Standards.

Duties and Responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests (where appropriate)
- Plan to work towards the outcomes of the childrens EHCP Provision Maps and Personalised Learning Plans.
- With support from LSA's, teacher will ensure personalised behaviour plans, risk assessments and pupil profiles are up to date
- Plan interventions and individual pupil programmes
- Teach children to take responsibility for the environment and people around them
- Use a variety of suitable teaching styles, tailored for the individual child.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and community meetings, displays, celebrations and other activities as they occur in school.
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. tidying and cleaning, self-care of the children where required, lunch duties and after school clubs.
- To ensure the children's safety at all times.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Report any health and safety issues in the classroom to the Health and Safety co-ordinator.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in statutory training where required
- Complete yearly Securicare, Positive Handling Training successfully.
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Establish good relationships with parents/carers and Social Workers to promote, pupils learning and achievement in line with the school policy.
- Communicate and corporate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.

- Communicate with the staff at Little Acorns Care Home, reading and providing handovers.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions.
- Respond to messages left on notice boards and/or emails.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in to greet pupils at the start of teaching sessions
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Meet with Key workers and/or parents to discuss progress and behaviour of the children.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Work with Social Workers to ensure PEPs and EHCP are kept up to date
- Liase with the DSL in regards to any Safeguarding matters.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Teachers are required to report all safeguarding concerns to the DSL and record these on CPOMS in line with the schools Child Protection Policy.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities
Qualifications and experience	Qualified teacher status Degree Successful primary teaching experience Experience of working in an SEN setting/ with SEN children is desirable.
Skills and knowledge	Knowledge of the National Curriculum Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning
Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

Working time

A full-time teacher shall be available for work for 195 days in any given year of which a 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties. A part-time teacher will be required to work the days set as per contract in addition to any inset days or extra training/meetings.

Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any year (12 months from September 1st), excluding time spent in traveling to or from the place of work.

A teacher shall, in addition work such additional hours as may be needed to be enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes.

The teacher will be entitled to 10 per cent PPA time, ECT's will be entitled to 20% PPA time.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you. The teacher should sign both copies of this job description, one to be retained and one for the head teacher.

Signed.....

Date.....

Signed.....

Date.....