

**Holy Trinity C E Primary School  
Dartford  
Job Description**



**Holy Trinity**  
Church of England  
Primary School  
*'Growing Tomorrow's Leaders'*

**Post Holder:**

**Effective Date:**

**Job Title:** Class Teacher

**Responsible to:** Senior Leadership Team

**Pay Scale:** Main Pay scale

**FTE:**

**Purpose of Job**

To support the Head Teacher, Leadership Team and Governors in creating and maintaining an effective environment and ethos for learning and supporting the Christian character of the school.

To produce good teaching and learning, in line with the minimum standards set out in the Teachers' Standards Document (Department for Education, 2012). In order to meet the Standards, a teacher will need to demonstrate that their practice is consistent with the definition below:

*"Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils." (DFE, 2012, Page 7)*

The Governing Body expects that all Class Teachers will deliver at least consistently good teaching thus ensuring that progress is at least good.

**Main Activities and Responsibilities of Class Teacher and Area/Subject Leader:**

- Carry out the duties of a school teacher as set out in the 'School Teacher's Pay and Conditions' document.
- To ensure all teaching is driven by our Christian Values in aspiring to be an outstanding practitioner keeping the needs of the children at the heart of all that we do.
- To be accountable to the Head Teacher/ Leadership Team.
- To work in line with the DFE Teachers' Standards document and SEND Code of Practice (see attached).
- To be responsible for and show impact in one or more areas of the curriculum, assigned by negotiation with the Headteacher, making best use of skills and subject knowledge gained during undergraduate, initial teacher training or subsequent professional training.
- To be responsible for the long term planning (with the Headteacher / Leadership Team) and the monitoring of the assigned area(s) of the curriculum.
- To ensure proper and appropriate records and evidence are maintained in the assigned area(s) of curriculum responsibility and that these are passed on when responsibilities change.

*Christian Values animated through the spirit of Ubuntu*

Koinonia

Friendship

Service

Trust

Wisdom

- To carry out all other appropriate responsibilities in respect of the assigned area of responsibility.
- To complete subject observations, book moderations and pupil conferencing to monitor progress in respect of the assigned area of responsibility.
- To lead and motivate colleagues by good example in the classroom.
- To oversee and assist with assessment in your area and the curriculum.
- To provide guidance and support for colleagues (teachers and teaching assistants) by means of meetings, working alongside individual colleagues and by observing their work.
- To monitor curriculum delivery to ensure that children throughout the school are receiving their entitlement in the assigned area of responsibility, and to report to the Headteacher so that Governors can be regularly informed of the effectiveness of the curriculum and the quality of teaching in the designated area(s) of the curriculum.
- To ensure that appropriate specialist guidance and support organisations are consulted and used as necessary.
- To advise and guide colleagues in the preparation of policy in all areas of the curriculum with regard to the assigned area of responsibility.
- To maintain the resources, including books and equipment specific to and needed for successful teaching in the assigned area(s) of responsibility.
- To comply with Health and Safety, Fire Regulations and other school policies.
- Carrying out any other duties that may reasonably be required by the Senior Leadership Team.
- To actively engage in developing your teaching / leadership further and work with the Head Teacher / Leadership on areas identified either by yourself or by the Head Teacher / Leadership Team.

**Expected Responsibilities Health & Safety**

All staff are responsible for Health and Safety. Should you notice any defect in the building or any spillage or body fluids, which compromises health and safety, this must be immediately reported to the Senior Leadership Team, and recorded in the premises diary.

You may during the course of your duties, become aware of sensitive matters relating to an individual pupil or groups of pupils. Pupils may confide in you. If at any time a child confides in you, or you observe any incident which causes you concern, you must record factually what you have heard or seen on an appropriate form. The appropriate form must be given to a Designated Safeguarding Lead. You have been provided with guidance and training on Child Protection and the LEA and Governing Body procedures for Child Protection must be followed correctly.

You must treat as confidential any matter relating to a child’s personal welfare or family circumstances. Such information must not be communicated to any person except those of the staff with legitimate interest or responsibility for the child, e.g. Headteacher, another member of the Senior Leadership Team or the Class Teacher.

Signed .....

Date .....

Signed .....

Date .....

(On Behalf of the Governing Body)

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