



## **JOB DESCRIPTION**

### **CLASSROOM TEACHER**

***Wylde Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.***

Name: Qualified Teacher

Pay scale point: M2/UPS

Subject Responsibility: TBC

Responsible to / reviewed by: Richard Hamilton-Martin Headteacher

Job description last updated: 25/03/2025

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This appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions document and other current legislation. The post holder will be expected to meet the professional standards set out in the DfE's 'Teachers' Standards' document.

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

### **PLANNING**

When planning, a class teacher will be required to:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements in line with the curriculum policies of the school
- Produce long, medium and short term planning in accordance with school policy and procedures, and within required deadlines
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed
- Set tasks which engage, involve and challenge pupils, whilst ensuring a high level of interest and enjoyment
- Set appropriate and high expectations
- Set clear, aspirational targets, building on prior attainment
- Identify SEND, underperforming, under attaining, able pupils and plan appropriate interventions to accelerate progress
- Provide clear structures for lessons in order to maintain pace, motivation and challenge
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study

## **TEACHING**

When teaching a class teacher will be required to:

- Teach the required or expected knowledge, understanding and skills, and ensure the pupils acquire and consolidate them, and are able to use and apply them across all curriculum areas, in a range of learning contexts
- Teach clearly structured lessons and sequences of work which interest and motivate the pupils, make learning objectives and outcomes clear, and promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning
- Actively engage and involve all pupils in high quality, challenging learning experiences
- Make learning interesting, fun and exciting
- Use a variety of interactive teaching strategies to facilitate and support learning
- Adapt teaching to meet the needs of pupils of all ability ranges, taking into account varying interests, experiences and achievement of boys and girls, and different social, religious, cultural and ethnic groups, to enable them to make good progress
- Develop key skills as an integral part of all curriculum areas
- Personalise learning, and cater for a wide range of learning styles, interests and abilities
- Use I.T. effectively in teaching and learning, and as an embedded part of the curriculum
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident
- Organise and manage teaching and learning time effectively
- Build successful relationships centred on teaching and learning
- Provide homework which consolidates and extends work carried out in the class and encourages independent learning
- Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures
- Evaluate their own teaching critically to improve effectiveness
- Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning

## **CLASS MANAGEMENT**

All class teachers will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, and promote self-control and independence
- Set high expectations for pupils' behaviour, and maintain a good standard of discipline through well focused teaching, challenging learning, and fostering positive relationships
- Use effective behaviour management strategies in order to establish and maintain an appropriate learning environment, pre-empt and address any potential behavioural issues, and monitor and intervene to ensure sound learning and discipline

## **MONITORING, ASSESSMENT, RECORDING, REPORTING**

As part of Monitoring, Assessment, Recording and Reporting all class teachers will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, and provide immediate and constructive feedback to support pupils as they learn
- Involve pupils in reflecting on, evaluating and improving their own performance and progress

- Assess pupils' progress accurately against appropriate standards
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, and inform teaching
- Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties
- Use assessment data to inform future teaching and learning
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate
- Analyse assessment and tracking data, and identify strengths and areas or pupils requiring targeted improvement

### **OTHER PROFESSIONAL REQUIREMENTS**

In addition all class teachers will be expected to:

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships, and set a good example through presentation, and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated
- Contribute to the corporate life of the school through effective participation
- Contribute to the delivery of extra-curricular provision
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined;
- Actively engage in Performance Management, training, continuous professional development and other learning activities as required
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work collaboratively with other professionals

### **GENERAL RESPONSIBILITIES AND SUBJECT LEADERSHIP AREAS**

As subject leader and faculty team member, and in consultation with the Headteacher, the deputy Headteacher and other members of staff, you will be responsible for the monitoring of standards of teaching and learning in your subject leadership role.

This will include:-

- Being responsible for assessment and tracking of pupils in your subject in line with school priorities
- Ensuring that all pupils have equal access to your subject area, including those with vulnerabilities
- Being responsible for producing and monitoring an action plan that has a direct link to the School Development Plan (SDP) and school evaluation
- Being responsible for reporting to the Governing body and Curriculum sub-committee when required
- Be responsible for monitoring standards of teaching and learning in their subject area in accordance with the school improvement plan priorities, by observing lessons, holding pupil interviews, and carrying out planning and work scrutiny
- Being responsible for creating and updating a policy which determines the direction of the subject area

- Being expected to ensure that I.T. is integrated in to the teaching of your subject
- Being expected to keep up to date with best practice
- Keeping colleagues informed of professional developments in your subject by sharing skills and information
- Being responsible for managing your curriculum budget
- Being required to identify training and development needs in relation to your subject
- Being responsible for providing a range of high quality resources

#### **SPECIFIC RESPONSIBILITIES FOR TEACHERS ON UPPER PAY SCALE**

- To maintain high standards of teaching and learning in your subject, and to model good practice
- To be responsible for raising standards of teaching and learning in your subject across the school
- To offer support and guidance to colleagues with regards to teaching and learning in your subject
- Pilot and develop teaching and learning strategies in your subject area
- To lead whole staff training where necessary
- To create and foster strong community links, utilise expertise and promote parental participation
- To develop good network links for your subject (which may include Local Authority consultants and leading teachers in the authority)
- To disseminate good practice, course information and resources to colleagues
- To be responsible for achieving awards or quality marks in your subject area when agreed with HT (linked to the SDP)

#### **SPECIFIC RESPONSIBILITIES FOR MEMBERS OF THE SENIOR LEADERSHIP TEAM (TLRs).**

- To work with SLT to produce, monitor and evaluate the S.D.P in consultation with other stakeholders
- To be accountable to the governing body for reporting on standards in areas of responsibility
- To monitor pupil progress on a termly basis with identified staff
- Attend leadership meetings
- To work collaboratively with all members of the SLT to drive the school forward
- Support and challenge staff with new and ongoing initiatives.
- The have the capacity to plan, lead and develop INSET
- The have the ability to lead the development of the area of responsibility throughout the school.
- To be a role model for outstanding teaching and learning
- To support and coach others.
- To show up to date understanding of recent initiatives and educational developments
- To support and mentor ECTs ,trainee teachers and any new colleagues as required

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

#### **WORKING TIME**

A teacher employed full time must be available for work 195 days in any school year, of which:

- 190 days must be days on which s/he may be required to teach pupils and perform

- other duties; and
- 5 days must be days on which s/he may only be required to perform other duties

Those 195 days will be specified by the employer, or if the employer so directs, the Head Teacher. A teacher employed full time must 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 school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

No teacher will be required under his/her contract of employment as a teacher to undertake any midday supervision, and will be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 1.30 p.m.

In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1265 hours and the times outside the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either.

**Signed:**

**Date:**

**Headteacher:**

**Date:**