

# BURTON CE PRIMARY SCHOOL

## JOB DESCRIPTION

### CLASS TEACHER

**JOB TITLE:** Class Teacher

**RESPONSIBLE TO:** The Headteacher

**FUNCTION:**

In accordance with the school Teacher's Pay and conditions Document 2025, the Performance Management Policy, the Health & Safety regulations and Burton CE Primary School policies, to be responsible for the education, care and development of a class group of children and other assigned groups.

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.

**QUALITIES:**

- Relate to staff, children, parents and governors with patience and understanding.
- To ensure that good relationships are maintained with everyone at all times.
- Maintain a calm and purposeful atmosphere.
- Take an active role in building and fostering excellent teams.
- Have high expectations of the children's work and behaviour.
- Be an excellent role model for children at all times.
- Demonstrate a willingness to learn.
- Demonstrate a willingness to support the Christian ethos of the school.

**CONDITIONS:**

**Hours:**

As agreed and set out in the Teacher's Pay and Conditions Document 2025.

**Pay:**

As agreed and set out in the Teacher's Pay and Conditions Document 2025 and the School's Pay Policy.

**Constraints:**

- All members of staff must respect the confidentiality of all information concerning children, families, staff and school matters.
- The school 'No Smoking' policy must be adhered to.
- All holidays must be taken during school closures. (A day for in-service training does not qualify as a closure.)
- All members of staff must dress in a professional and appropriate manner.

**DUTIES:**

- Work in accordance with the National Teachers Standards as set out in School Teachers Pay and Conditions Document; the school policy for teaching, the policy for learning and all other school policies.
- Be aware of the educational needs of children and plan appropriate activities to maintain a close match between the work offered and those needs.
- Use a range of teaching strategies to enable all children in the class or group to learn according to their age, ability and preferred style(s) of learning.
- Raise any concerns about individual children with the SENDCO, Deputy Headteacher or Headteacher as appropriate.
- Maintain adequate, up to date statutory records as required by the Headteacher, Governors, Local Authority and DfE.
- Compile reports on children for both internal use and for wider publication to Governors, Local Authority, DfE, individual children's parents and other agencies as directed by the Headteacher.
- Take part in whole school in-service training.
- Take part in relevant external in-service courses for personal, professional development in consultation with the Headteacher.
- Meet with parents to discuss progress, concerns and success.
- Unless an ECT - Lead a subject area(s) by:
  - Ensuring the requirements of the National Curriculum and Burton CE Primary School curriculum aims are met.
  - Maintaining the long and medium term plans for a subject(s) throughout the school.
  - Establish resource needs and advise the headteacher of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
  - Working with other colleagues, e.g. SENDCO to ensure that appropriate provision is made for children of all abilities and that there is equal access for all.
  - Providing advice and support for colleagues as requested.
  - Co-ordinate professional development for staff by a variety of methods to include, coaching, drawing on other sources of expertise and in-service training for the subject.
  - Report on the development of the subject for the Headteacher, SLT and Governors as appropriate.
  - Make staff aware of any health and safety issues related to the teaching of the subject.
  - Establishing clear targets for children's achievement by working with other colleagues, e.g. SLT member(s).
  - Contributing to the school self-evaluation processes

**In line with Section 50 of the Teachers Pay and Conditions Document 2025:**

**Teaching.**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

**Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils. Management of staff and resources
- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with pupils, parents and carers, working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

