



Bishops Down Primary School  
**CLASS TEACHER JOB DESCRIPTION**

*'All Stakeholders at Bishops Down Primary School 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.'*

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

**Achievement** *in personal goals and academic attainment*

**Self-belief**, *to be confident in different situations*

**Perseverance**, *to be resilient in times of change*

**Independence**, *to be a life- long learner*

**Respect** *for each other and the world around them*

**Equality** *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

**Post:** Class Teacher

**Name of Teacher:**

**Responsible to:** The Headteacher, the Governors of the school and the Local Authority.

**Job Purpose:**

1. You are required to carry out the duties of a school teacher as set out in the current Schoolteachers' Pay and Conditions document.
2. To plan and deliver a balanced curriculum based on the requirements of agreed school policies and the National Curriculum.
3. To liaise with other members of staff, as appropriate, to facilitate planning and the efficient delivery of the curriculum.
4. To share in the corporate responsibility for the welfare and discipline of all pupils. To undertake specific responsibility for the well-being and discipline of the pupils within a designated class or group.
5. To provide a bright, stimulating learning environment for the children.
6. To take every reasonable step to ensure the safety of the children, especially in activities such as physical education, educational visits and practical activities.
7. Take account of children's prior levels of attainment and use them to set targets for future improvements.

**Salary:** At a point on the Main Pay Scale between 1 - 6, as agreed by the Governing Body.



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### General Duties

#### Assessment, Recording and Reporting

1. To implement the school's assessment policy and to keep agreed records.
2. To keep parents of the children within a group or class, informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when called upon to do so.

#### Teaching Standards 2012

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.

A teacher must:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities
  - make a positive contribution to the wider life and ethos of the school
  - develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
  - deploy support staff effectively
  - take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
  - communicate effectively with parents with regard to pupils' achievements and well-being.

### Personal characteristics

It is expected that a Class Teacher fulfils *Hay Group Leadership Characteristics and Competencies* Level 2.

### Specific attributes will include

- **Analytical Thinking** - Recognises cause and effect
- **Challenge & Support** - Expresses positive expectations
- **Community Engagement** - Sensitive to group needs and dynamics
- **Conceptual Thinking** - Sees patterns
- **Confidence** - Actively contributes
- **Creating Trust** - Acts fairly and consistently
- **Developing potential** - Provides tangible support
- **Drive for improvement** - Sets own standards
- **Enduring Resilience** - Confident in own agency and ability



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- **Flexibility** - Adapts procedures
- **Holding People Accountable** - Sets boundaries
- **Impact & Influence** - Takes actions to persuade
- **Information Seeking** - Digs deeper
- **Initiative** - Acts decisively
- **Managing Pupils** - Keeps pupils informed
- **Passion for Learning** - Shows how
- **Respect for Others** - Values others
- **Team Working** - Shares information
- **Understanding Others** - Understands meanings

**Planning, Teaching and Class Management**

See class teacher job description

**Commitment to the School**

- The Class Teacher will adhere to and actively promote the school's Teaching and Learning Policy.
- The Class Teacher understands that their behaviour in, and out of school can impact on the reputation of the school and the teaching profession as a whole.

**Personal & Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- In relation to the School Improvement Plan, to carry out all duties and action allocated specifically to you to the best of your ability.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

**Signed by Post Holder** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_