



**ST THOMAS**  
CE (VC) PRIMARY SCHOOL

## **JOB DESCRIPTION**

**Job Title: Class Teacher**  
**Salary: MPS**

**Responsible to: Headteacher and the Governing Body of the school**

### **1. Responsibilities**

To be responsible for proactively carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher.

### **2. Duties**

#### **2.1 Curriculum**

- To undertake classroom teaching duties for a class within the KS1/KS2 age range.
- To organise a stimulating, high quality environment which supports, engages and involves children.
- To significantly contribute towards curriculum planning.
- To work with the whole staff team to positively support the furthering and strengthening of new teaching initiatives.
- To communicate that knowledge to other colleagues.
- To be involved in the provision of resources for the above.
- To share with other members of staff, information gained from In-Service training.
- To maintain excellent standards of behaviour and discipline, consistent with the school's Behaviour Policy and the school's philosophy and expectations.
- To prepare, deliver, assess, display and record work for all children appropriate to their current educational programmes and in accordance with school policy.
- To promote the academic progress through such personal guidance, parental involvement and professional consultation as may be necessary having regards to the needs and abilities of each child.
- To record children's attainments and provide reports in the form and at intervals, required by the school and within statutory requirements.
- To follow the policies and schemes of work of the school, having regard for the materials and the methods recommended.
- To consult and co-operate with colleagues on the preparation, development and review of policies, schemes of work, teaching materials and methods of assessment.
- To consult with the Leader for Inclusion in developing personalised targets for pupils with additional needs.
- To provide written reports to a) other agencies in accordance with school procedures and the Special Needs Code of Practice and b) to parents in accordance with statutory requirements and school policy.
- To make effective use of ICT to support teaching to enhance learning

#### **2.2 Pastoral**

- To attend to the pastoral needs of a class and to liaise with the Headteacher and other colleagues (when appropriate) on particular pastoral problems.
- To register the attendance or absence of children in an assigned group.

- To keep children's records of achievement up to date according to the school system, to provide access to them as requested within the school's Policy of Legal Entitlement.
- To attend within the specified time allocations and at reasonable advance notice such regular or occasional meetings with colleagues, parents or representatives of other bodies as required.

### **2.3 General**

- To undertake administrative tasks relating to the areas designated at 2.1 and 2.2.
- To undertake tasks relating to the organisation of classroom activity.
- To carry out other duties as the Headteacher may reasonably require to the level expected of a Teacher on the Main Pay Scale relating to the efficient organisation of the school.
- To organise and support extra-curricular and school community activities; contributing fully to the wider life of the school.
- As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

The St Thomas CE (VC) Safeguarding policy can be found at <https://www.stthomas.org.uk/policies>.