



# ST THOMAS' CHURCH OF ENGLAND PRIMARY SCHOOL

Headteacher:  
Mrs Lindsay Walton

## Job Description Class Teacher: Main Pay Scale

### Purpose of post:

You are required to be highly competent in all elements of the "The School Teachers' Pay and Conditions' Document and the 'Teacher Standards 2012' and carry out the responsibilities of a school teacher as set out in these documents.

The post requires you to undertake responsibility to enable teaching and learning and pupil progress to take place. You will also be responsible for the leadership of defined subject areas. The post requires you to safeguard and promote the welfare of children and young people.

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

The appointment is subject to current conditions of employment of school teachers, contained in The School Teacher's Pay and Conditions Document and other current educational and employment legislation.

### Key Responsibilities:

- To take responsibility for the class and its curriculum.
- To maintain, promote and contribute to the Christian ethos of the school in accordance with the school's Mission Statement, aims and objectives.
- To perform, in accordance with directions which may reasonably be given by the headteacher, such particular duties as may be assigned.
- To lead areas of the whole school curriculum as agreed with the headteacher.
- To act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

### Teaching and Learning:

- Plan and prepare learning opportunities for children appropriate to their needs and the policies of the school.
- Establish a safe, supportive and stimulating learning environment both indoors and outside.
- Maintain careful and accurate records of children's attainment and progress and to use this knowledge to inform planning to effectively develop children's learning.
- Review programmes of work, teaching materials and methods in liaison with subject

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leaders and other colleagues.

- Provide feedback to children to allow them to be involved in identifying their next steps for learning.
- Set realistic and challenging expectations for all children to ensure high standards of learning and achievement.
- Support the identification of, and provision for, children with additional needs.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.

### Behaviour and Safety:

- Set high expectations and manage children's behaviour in line with the school's positive behaviour policy.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the St Thomas' Health and Safety Policy and any school specific procedures/practices that apply to this role.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

### Professional development:

- Contribute to meetings, discussions and management systems which facilitate and develop the effective work of the school.
- Be committed to personal professional development and to proactively participate with arrangements made in accordance with the *Appraisal Regulations 2012*.
- Keep up to date with current educational developments.
- Uphold the school policies with respect to race equality and equal opportunities.
- Establish and maintain effective working relationships with professional colleagues and parents.

### Fulfil wider professional responsibilities:

- Establish good working relationships with all staff, parents and outside agency workers.
- Manage and encourage the work of support staff, students and volunteers within the class.
- Ensure close, ongoing liaison with parents and carers as partners in their child's education.

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- Work closely with colleagues to ensure effective transition of children through the school.
- Make a positive contribution to the wider life and ethos of the school.

### Administration:

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

### Personal And 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 the school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Have regard for the need to safeguard pupil's well-being, in accordance with statutory provisions;
- Showing tolerance of, and respect for, the rights of others;
- Not undermining fundamental British values and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit pupil's vulnerability or might lead them to break the law.

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.

### Additional duties as Subject Leader

To take responsibility for your subjects in school linked to the overall aims of the school and with other subject areas ensuring that pupils achieve in this specific curriculum area/aspect by: -

- completing Annual Subject Audit and related Action Plans with termly reviews.
- monitoring standards in teaching and learning in the subject using a range of strategies including work and planning scrutiny, pupil interviews and questionnaires, observation of learning through lesson study and learning walks.
- assessing pupils progress in these specific areas in line with agreed assessment procedures.
- attending training to improve knowledge particularly with regard to new initiatives.
- leading staff/curriculum/INSET meetings/CPD.
- producing, reviewing and annually updating policies.

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- leading staff/curriculum/INSET meetings/CPD.
- producing, reviewing and annually updating policies.
- presenting and monitoring action plans.
- providing feedback and guidance to stakeholders including to governors and parents.
- ensuring resources are in good order and are suitable to support the SoW in the subject area.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder: \_\_\_\_\_ Date:    /    /

Signature of headteacher: \_\_\_\_\_ Date:    /    /