

JOB DESCRIPTION

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| Job title | Class Teacher  |
| Contract details | 0.5 FTE (2.5 days) from September 2025Temporary contract for 1 year in the first instance and then budget dependent  |
| Grade | Main Pay Scale |
| Establishment or team | Trinity C of E and Methodist Primary School  |

Trinity is a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities. Trinity is a primary school with a committed, friendly, experienced and extremely caring staff team. We are a Christian school that is committed to giving each and every child the best possible education, through which they can all strive towards their potential as unique individuals. As a Church School, our aim is that we become an extension of good family life through the provision of facilities within the extended school remit. In the family of the school, each child and each adult will feel a valued member of the team. All pupils and adults opinions will be valued and respected working to achieve a successful happy motivated communicative family. We aim to build on the relationship with the wider church through our strong connections with St. Paul’s and the Skelmersdale Methodist Circuit, thereby encouraging good Christian values and high moral standards. We also aim to provide a caring Christian environment with a happy, friendly ethos and calm atmosphere in which all children and all staff can live and work together.

PURPOSE OF THE ROLE

To carry out duties of the Teacher in accordance with the government’s latest Teachers’ Pay and Conditions Document. This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government. 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 KEY FUNCTIONS OF THE ROLE

* To implement and deliver an exceptional broad, balanced, relevant, inspiring and challenging curriculum for pupils, incorporating the National Curriculum and Liverpool Diocese requirements and in line with the curriculum policies of the school.
* To facilitate, support, monitor and assess the overall progress and development of a class of children and plan for effective future learning.
* To foster a learning environment and educational experience which provides children with the opportunity to strive towards their individual potential.
* To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
* To support and contribute to the school’s responsibility for safeguarding children.

CLASS TEACHER RESPONSIBILITIES

* To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
* Plan their teaching to achieve optimum progression and mastery in pupil’s learning.
* Identify clear teaching objectives and content, appropriate to the subject matter and the pupils being taught, and specify how these will be taught, assessed and how this will impact on future planning.
* Setting tasks for the whole class, individuals or groups which challenges pupils and ensures high levels of interest.
* Setting appropriately demanding expectations of pupil’s learning, motivation and presentation of work.
* Setting clear targets for pupil’s learning which they share and understand.
* To direct and supervise the work of Teaching Assistants in the classroom.
* To assess progress, development and attainment of pupils and keep such records as are

required by the school’s systems.

* To co-operate and liaise with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
* To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
* To use a variety of delivery methods appropriate to students’ learning styles and the varying demands of the curriculum.
* To provide a positive and safe learning environment, encouraging high standards in attendance, punctuality, presentation of work and relationships.
* To set high expectations for pupils’ behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school’s behaviour policy.

WHOLE SCHOOL CONTRIBUTION AND SUBJECT LEADERSHIP

In accordance with the Teachers’ Pay and Conditions Document, there is a requirement for all teachers to contribute to the development of the school curriculum, teaching methods and their review. The tasks expected of the Class Teacher may include the following and there may be dedicated time (if appropriate) to address some of the tasks:

* To lead an area of the school curriculum which may be a core subject area, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school’s schedule, and is complimented by associated schemes of work (not applicable to ECT’s).
* To write, carry out, monitor and evaluate an annual, research informed subject improvement plan.
* To monitor and evaluate learning within the curriculum area in line with the school’s monitoring cycle (this may include work sampling, planning checks, lesson observations etc).
* To collate, analyse and evaluate information relating to the standards achieved in the curriculum area for presentation to the Leadership Team and Governors.
* To audit resources in the curriculum area.
* To secure and allocate the resources necessary to deliver the curriculum area(s) within an allocated budget.
* To monitor, advise, support and challenge other members of staff on the content and delivery of the curriculum area(s).
* To identify and secure provision of appropriate in-service professional development in relation to the curriculum area, with the support of the Leadership Team.
* To contribute to the formulation and evaluation of the school’s assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.
* To support and adhere to the school’s quality assurance procedures.

OTHER GENERIC RESPONSIBILITIES

* To contribute to the spiritual, personal, social, health, citizenship and enterprise education of pupils according to school policy.
* To actively engage in performance management.
* To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
* To play a full part in the life of the Church school community and support its Christian ethos.
* To follow and actively promote the school’s policies.
* To comply with health and safety policy and undertake risk assessments as appropriate.
* To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.
* To actively pursue own personal and professional development.
* To be actively involved in consuming and conducting educational research. Provide learning experiences for the children that reflect the process of creating and deepening knowledge in learning activities that mirror research procedures and activities.
* Any duties which may from time to time reasonably be required by the Head Teacher.

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

Trinity School is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities skills and knowledge to carry it out.