

# *The Reddings Primary and Nursery School*



**JOB TITLE:** CLASS TEACHER  
**REPORTS TO:** HEADTEACHER

**SALARY RANGE:** MPS

**DATE:** September 2025

## **PURPOSE OF THE JOB:**

**To assume responsibility for the welfare, progress and attainment of learners and carry out professional duties as a class teacher in accordance with the Teacher Standards.**

## **MAIN DUTIES:**

Play a strategic role under the overall direction of the KS Leader, SLT and Head Teacher:

- To promote excellent practice at all times
- To assume responsibility for raising the quality of provision for children in the class
- Providing pastoral care and support to children and providing them with a secure environment to learn;
- Organising learning materials and resources and making imaginative use of resources;
- Developing children's curiosity and knowledge
- Using the observation, assessment and planning cycle
- Keeping up to date records through data gathering
- Sharing knowledge gained with other practitioners and parents
- Ensuring the health and safety of children and staff is maintained during all activities
- Keeping up to date with changes in the curriculum and developments in best practice including attending training
- Working with others, including other teachers, teaching assistants and outside agencies to plan and coordinate work both indoors and outdoors;

This job description sets out the duties of the post at the time it was drawn up and should be seen as describing, in more detail, aspects of the duties set out. The Head Teacher may vary the duties from time to time without changing their general character or the level of responsibility entailed. The Key Stage Leader will carry out his or her professional duties in accordance with the duties and responsibilities of Class Teachers as set out in the annual Teachers' Pay and Conditions Document.

## **KEY AREAS**

- Knowledge and understanding of the curriculum
- Effectively leading a subject through CPD, analysis of data, pupil progress and attainment meetings, monitoring
- Effective practice
- Relationships with children
- Communicating and working in partnership with families and carers
- Teamwork and collaboration
- Professional development of other practitioners
- (Knowledge and understanding of a curriculum subject)

## **ENTITLEMENTS:**

- Appraisal Cycle (Three meetings per year)
- Training and development within the school's INSET programme
- Appropriate professional support from the Key Stage Leader, Headship Team and Senior Team
- To be consulted before any change is made to this job description

## **RESPONSIBILITIES:**

The Subject Leader will be responsible for leading and monitoring curriculum development and implementation of their subject and other aspects of the school's organisation and management as determined by the Head Teacher and Governing Body. The post is subject to review in line with the School Improvement / Single Plan.

### **For subjects leads:**

#### **In consultation with the Senior Leadership Team, the Subject Leader will:**

- Monitor current teaching, lesson planning and schemes of work, in line with the School Self Evaluation / Monitoring Schedule, in order to assess the effectiveness of the teaching and learning in their curriculum area and its impact on raising outcomes
- Identify areas of strength and weakness in their subject, informing school performance review and development, and suggest further action
- Advise staff on teaching and assessment strategies; identify and liaise with teachers to target specific children, whose class work will be monitored to assess outcomes.
- Assist colleagues develop their skills and confidence in the teaching of their subject
- Have an overview of current guidance and prioritise initiatives to raise standards of attainment including the completion of an annual action plan and review of curriculum policy in their curriculum area
- Manage the school budget for curriculum subject in consultation with the Senior Leadership Team, ensuring that resources throughout the school are appropriate and well-maintained
- Evaluate and recommend relevant books, software and other resources for the teaching of their subject and see that they are suitably stored and accessible to colleagues
- Be aware of national and local school initiatives and research and utilize opportunities for community and business links to raise attainment in their curriculum area
- Disseminate information about the curriculum area to interested parties including senior leadership, staff, parents and governors

Any other reasonable duties.

## **JOB CONTEXT:**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all learners. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

## **BRITISH VALUES AND EQUALITIES:**

Be aware of and promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Ensuring that learners have equality of access to a wide of opportunities that enable them to learn and be successful.

## **HEALTH & SAFETY:**

Be aware of and comply with policies and procedures relating to Safeguarding which include: Child Protection, KCSIE, Health, Safety and security, confidentiality and data protection; and report all concerns to an appropriate person (as outlined in the Whistle Blowing Policy).

## **SAFEGUARDING:**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If invited to an interview you will receive an enhanced DBS form to complete in advance alongside a form to declare any criminal convictions. As part of our safeguarding a commitment an online search will be undertaken on all shortlisted candidates using publicly available information. References will be sought from all interview candidates.

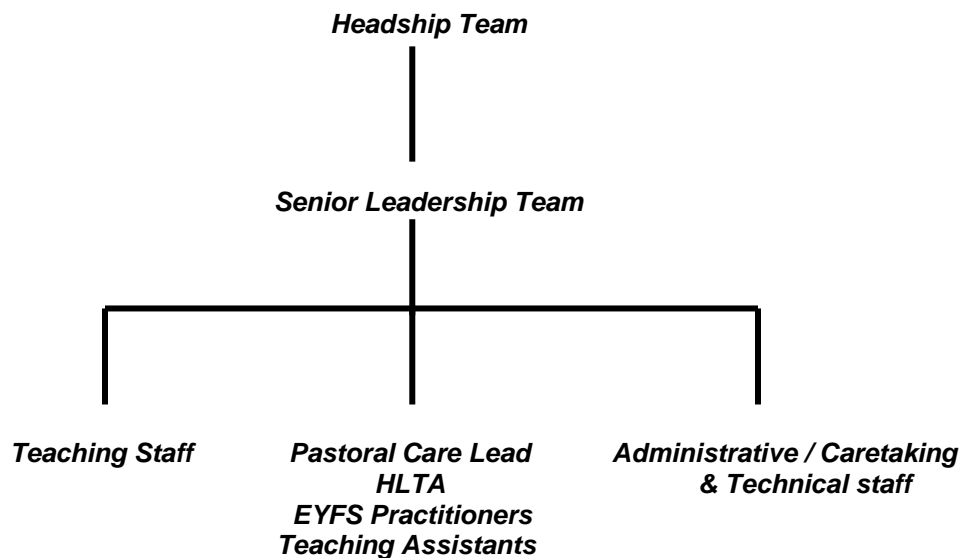
#### **ADDITIONAL INFORMATION:**

The jobholder is required to contribute to, lead and support the overall aims and ethos of the school.

#### **SUPERVISION:**

The jobholder is managed by the Head Teacher. The frequency of meetings is determined by the school's performance management policies and practice.

#### **ORGANISATION CHART:**



#### **KNOWLEDGE, EXPERIENCE AND TRAINING:**

- Qualified Teacher Status
- Ability to work on own initiative and as part of a team
- Experience of providing high quality learning experiences for learners
- Ability to deploy adults effectively to meet individual / group learning needs

#### **PHYSICAL EFFORT:**

Setting up and tidying away equipment

Putting up and taking down displays

Re-arrangement of furniture (chairs, tables etc)

The job may involve lifting children after falls or accidents

#### **WORKING ENVIRONMENT:**

The job may include clearing up blood or other bodily fluids of children after accidents or sudden illness (protective equipment provided)