



HARTSBOURNE PRIMARY SCHOOL

JOB DESCRIPTION

Post Title:	Class teacher
Salary Grade:	Main Pay Scale Range 1 - 6
Responsible to:	The Head Teacher and SLT
In liaison with:	Mentor, Governors, Parents, School Effectiveness Advisors
Effective from:	1 st September 2025

Accountable For:

- The Education and welfare of children in accordance with national conditions of service.
- The quality of learning and achievements of all pupils in the class.
- Ensuring that issues of health and safety (including child protection) are always considered.
- Maintaining a standard of dress conducive to their position as professionals, being an exemplary role model and consistently being a positive example to pupils.

Authority To:

- Implement school policies and procedures and work within the framework of school and County policies and guidelines on curriculum and organisation.

Tasks and Duties:

The Pay and Conditions document lists the duties to be included in the job descriptions for all teachers. In summary these duties are:

Planning, Preparation and Assessment:

- To make short, medium, and long-term plans to ensure the delivery of the national curriculum, RE and the whole curriculum.
- To prepare programmes of work for the class and groups or individuals within it.
- To mark pupils' work and provide positive feedback on their learning and identify areas of development to improve their progress.
- To make records of and reports on, the personal, educational and social needs of all pupils.
- To accurately record progress and contribute to oral and written assessments and reports.
- To liaise closely with special needs support staff, to draw up individual education plans and to contribute to the fulfilment of these plans.

Class Teaching, Learning Environment and Pastoral Care:

- To promote the general progress, health and well-being (including mental health) of individual pupils and of the whole class.
- Work positively to motivate children and to enhance their self-esteem.
- Teach according to the children's individual educational needs and to maintain good order and discipline amongst the pupils.
- Ensure that appropriate resources and materials are used by the children and they reflect equal opportunities considerations and cultural diversity.
- Co-ordinate and manage work of other support staff in the classroom.

- Maintain an attractive, tidy and stimulating classroom environment and contribute to displays in the whole school.

School Ethos, Moral and Spiritual Development:

- Contribute to the ethos and vision of the school and provide support for children's moral and spiritual development.
- Promote the general progress and well-being of individual pupils in accordance with British Values, equal opportunities, the school ethos and codes of conduct.
- Participate in staff meetings and work collaboratively with other staff in issues of curriculum, organisation and pastoral care.
- Work in partnership with parents to encourage understanding and involvement.

Curriculum, Subject Leadership and Professional Development

- Ensure that the curriculum provides a range of teaching which complements the school's strategic objectives.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils.
- To co-ordinate and provide leadership in an area of the curriculum to meet the needs of the school (deferred for one year for newly qualified teachers).
- Provide appropriate enrichment opportunities for pupils that enhance the curriculum and provide a wide variety of opportunities for learning through experiences and developing cultural capital.
- Participate in school improvement planning.
- Participate in the performance management programme in operation in the school.
- To participate in and contribute to in-service training and professional development as appropriate.
- Carry out other duties as determined by the Head teacher and/or Line Manager which falls within the scope of the post and salary grade.

Quality Assurance and Health & Safety

- Adhere to and to help to implement school quality procedures.
- Contribute to the process of monitoring and evaluation in line with school procedures, including evaluation against quality standards and performance criteria.
- Implement modifications and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Attend meetings as determined through policy and as directed by the Headteacher.
- Undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above.
- Comply with the school's procedures concerning safeguarding and to ensure that training is accessed as directed by the Head teacher.

Communication

- Communicate effectively with the parents of pupils.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications within the school.
- Attend meetings with colleagues, parents, external agencies and others in a professional manner.

- Take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools (eg within the Bushey St James Trust).
- Contribute to the development of effective subject links with counterparts in the BSJT and linked schools and other professional bodies.

Entitlements:

- Regular monitoring of performance with individual professional feedback.
- Participation in the performance management programme in operation in the school.
- Training and development within the school's INSET programme and according to the needs of the School Improvement Plan.
- Appropriate professional support from a mentor, Head teacher and Deputy.
- Regular planning, preparation and assessment time (PPA) and subject leader time.
- To be consulted before any change is made to this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with the employee, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.