



# Class Teacher Job Description

## Details

<b>Job title:</b>	Year R Class Teacher
<b>Salary:</b>	Main Scale
<b>Hours:</b>	Part Time Class Teacher (0.4)
<b>Contract type:</b>	Permanent – Required for September 2026
<b>Reporting to:</b>	The Headteacher

This job description should be read alongside the Teachers' Standards.

Members of staff should at all times work within the framework provided by the School's Policy statements to fulfill the general aims and objectives of the School Development Plan.

## Duties and responsibilities

The School Teachers' Pay and Conditions Document describes duties which may be required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that their professional duties are discharged effectively.

All staff at Blundeston School are expected to follow policies and procedures regarding Safeguarding, Inclusion, Equal Opportunities and Health and Safety.

## **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment. Report this to senior leadership team/Headteacher and to parents/carers in accordance with school policy.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- To have responsibility for leading a curriculum area.

## **Class Responsibilities**

To be responsible for the teaching of a particular class (EYFS) in line with statutory requirements and the school's curriculum, ensuring teaching of the highest standard.

To provide long-term, medium term and short-term curriculum plans for their class. This planning should take place in close consultation with colleagues/subject leaders and within the requirements of the National Curriculum to ensure that the children experience a broad, balanced and stimulating curriculum.

To create a stimulating, organised, interactive and informative learning environment that ensures the learning experiences offered match the individual needs of the children.

To monitor and assess pupils work, using these assessments to inform planning and set targets that promote continuity and progression.

To provide children the opportunity to manage their own learning, to engage in enquiry-based learning and become independent learners.

To maintain good order and discipline within the class, in line with the school's behaviour policy.

To establish an effective system of caring for the children. This should be within policy of the school as a whole.

To work co-operatively as part of a team. Including planning work for support staff.

To work in partnership with parents and other members of staff to promote the well-being and educational progress of each child.

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

## **Professional development**

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.

## **Communication**

- Communicate effectively with pupils, parents and carers.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

### **Other areas of responsibility**

- The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

Criteria	Qualities	
	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or 1st)</li> <li>• Other relevant postgraduate qualification(s)</li> <li>• Experience of EYFS</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs.</li> <li>• Ability to build effective working relationships with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good IT skills, particularly using IT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with SEN and disabilities.</li> <li>• Expertise in a National Curriculum subject</li> <li>• Experience of managing children with challenging behaviours.</li> <li>• Expertise in online learning approaches</li> <li>• Experience of working with parent and carers</li> <li>• Experience of supporting children's mental health</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust.</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality</li> </ul>	

Note

The duties and responsibilities of this post may vary from time to time according to the change of the demands of the school. The job description maybe reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder.

In any event, the Headteacher reserves the right to amend this job description.

Signed..... Date.....  
(Post Holder)

Signed..... Date.....  
(Headteacher)