

OWN Trust
Job Description
Class Teacher

Grade: Main Scale/UPS
Responsible to: Headteacher/Executive Deputy Headteacher/Director of Learning
Responsible for: TAs providing in class support

This job description is not a comprehensive description of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. All class teachers should meet the core element of the Framework of Professional Standards. (STPCD)

Main purpose of the job:

“The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the Primary Curriculum, the school’s aims, objectives and schemes of work, and any policies. To share in the corporate responsibility for the well-being and discipline of all pupils.”

Key responsibilities and tasks:

Planning and Teaching

- To be responsible for the classes and groups assigned to you by the Headteacher
- To teach effectively with skill and sensitivity.
- To ensure that a high standard of education is maintained at all times and pupils engage with their learning.
- To plan, prepare and deliver learning experiences appropriate to the needs of the learners in line with the school curriculum.
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured.
- To develop independent learners with positive learning attitudes and behaviours.
- To ensure that all groups of pupils have their learning needs met.
- To ensure the effective and efficient deployment of classroom support.

Classroom Management

- To ensure the classroom is a stimulating learning environment with well-presented displays and working walls linked to relevant class work.
- To promote good order and discipline in line with the school’s behaviour policy.
- To promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective.
- To develop strong pastoral support for pupils.

Monitoring, Assessment and Recording

- To record, assess and evaluate each pupil's progress in accordance with statutory requirements and school policy.
- To use data effectively to track children's progress.
- To contribute to the annual programme of school self-evaluation.
- Moderation of learning and achievements.

Wider Professional Responsibilities

- To follow the school's safeguarding and health and safety procedures and be fully aware of the safeguarding and health and safety policies.
- To be a role model and encourage good relationships with children, parents and colleagues.
- To supervise children out of class as required.
- To liaise effectively with stakeholders, including colleagues and parents.
- To carry out specified actions required by the priorities of the School Improvement Plan. (following ECT induction period).
- To undertake continual professional development to enhance your role as a teacher in the school.
- To take part in the agreed procedures for your performance management in the school and meet Teacher Standards. (performance management following ECT induction period).
- Working with colleagues and pupils throughout the school in the development of the curriculum.
- Lead on the development of a subject area within school. (following ECT induction period)
- Management of budget area when appropriate and the maintenance and allocation of resources for these areas (following ECT induction period).
- Leading staff workshops/seminars as appropriate.
- Liaison with advisory staff and external agencies as appropriate.
- Undertaking other reasonable and appropriate tasks as required by the Headteacher or Line Manager.

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with school and Trust policies. 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.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

OWN Trust is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. OWN is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy [Data Protection Policy \(own-trust.education\)](#)

This job description will be reviewed annually for the formation of a yearly job plan and after discussion with you may be amended according to changing job requirements