



## Class Teacher Job Description

<b>School</b>	Keep Hatch Primary School
<b>Post holder</b>	
<b>Job Title</b>	Full-Time Class Teacher
<b>Employment Status:</b>	1-year fixed term initially
<b>Salary Scale</b>	Main Pay/Upper Pay Scale
<b>Hours of Work:</b>	Full time

### Job Purpose

To teach pupils of Keep Hatch Primary School and to carry out other associated duties as are reasonably assigned by the Headteacher, in line with the current Pay and Conditions document

### Personal Qualities

You need to have:

- A passion for the school's vision and values to promote learning
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- A willingness to be involved in the wider life of the school
- An ability to prioritise
- A sense of responsibility
- A good sense of humour
- Flexibility for change

You need to be:

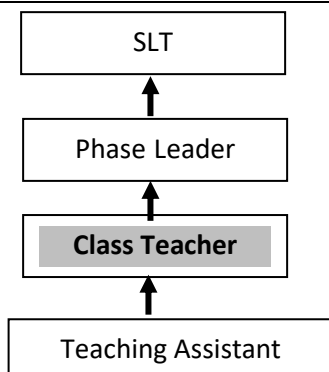
- Committed to the development and well being of both children and all other members of the Keep Hatch team
- A well organised, self motivated person who enjoys working as part of a team

### Skills / Abilities

You must be able to:

- Communicate effectively, in both a written and verbal form, to a range of audiences
- Teach a wide range of subjects across the primary age range
- Use effectively a variety of teaching and organisational styles and resources including ICT
- Develop and maintain good professional relationships
- Contribute positively to curriculum development

### Organisation chart



### Summary of main contacts

Teachers  
Pupils  
Parents  
Governors  
Other school staff  
Other professionals

## **Class Teacher**

### **Main Tasks/Accountabilities**

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required:

#### Teaching and Learning

- Plan and deliver engaging, well-structured lessons that meet the needs of all pupils
- Teach in accordance with the National Curriculum and school policies
- Set high expectations for behaviour, learning, and achievement
- Use a range of teaching strategies to support diverse learners, including SEND and disadvantaged pupils
- Promote a positive, inclusive, and supportive learning environment
- Work closely with year group colleagues to ensure that learning opportunities across the year group are fair and equitable for all children.

#### Assessment and Progress

- Assess, record, and report on pupils' progress accurately and regularly
- Use formative and summative assessment to inform planning and targeted support
- Provide constructive feedback that enables pupils to improve their learning
- Contribute to pupil progress meetings and intervention planning

#### Classroom Management and Behaviour

- Establish and maintain clear routines and high standards of behaviour
- Apply the school's behaviour policy consistently and fairly
- Foster positive relationships with pupils built on mutual respect
- Know the Keep Hatch behaviour expectations and systems and ensure that these are followed at all times in order to maintain the ethos of the school.

#### Safeguarding and Pastoral Care

- Actively promote the safety, welfare, and wellbeing of all pupils
- Follow safeguarding policies and procedures and report concerns promptly
- Support pupils' personal development, including social and emotional needs
- Read and adhere to guidelines in the Staff Handbook and the Staff Code of Conduct
- Read and adhere to guidelines in all policies and especially the following: Assessment, Behaviour, E-safety, Feedback, Health and Safety, Preventing Bullying, Preventing Radicalisation, Child Protection and Safeguarding, Special Educational Needs and Disabilities, Teaching and Learning

#### Professional Responsibilities

- Work collaboratively with colleagues, support staff, and external professionals
- Communicate effectively with parents and carers
- Participate in staff meetings, training, and professional development
- Reflect on practice and engage positively with feedback
- Contribute to whole-school initiatives and development priorities

#### Additional Responsibilities

- Carry out additional duties as reasonably directed by the Headteacher
- Undertake subject leadership or other areas of responsibility as appropriate to experience

Signed \_\_\_\_\_

Date \_\_\_\_\_