

Job Description

Key Stage 1 & 2

Class Teachers

This generic job description covers all class teachers across the School and has been linked to the British School Teacher's Standards document.

Effective Date:	2026-27 (Revised annually)
Line Manager:	Head of School
Supervisory Responsibility:	Class teachers are responsible for mentoring and supervising the work of teaching assistants on a day to day basis.
Working Hours:	Core working hours are 7.15 am to 2.15 pm. There is an expectation to attend regular team/school meetings and facilitate termly Parent Meetings. Teachers have an ECA commitment of 20 hours across the year.
Annual Leave:	You are required to work all 187 school days per year, incl. all 7 INSET days. Annual leave can only be taken during school holidays.

Main Purpose of the Job

- To ensure that the School delivers the School Vision in relation to providing the highest standard of teaching and learning in line with High Performance Learning.
- Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards of work and conduct.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and teachers standards.
- Take a shared responsibility for promoting and safeguarding the welfare of all students.

- Contribute to on-going school improvement through active participation in staff and team meetings.

Duties and Responsibilities

Teaching

- Promote opportunities within the curriculum for creativity and first-hand experience, supporting School trips or residential trips where appropriate.
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of students you teach.
- Be aware of student capabilities, their prior knowledge and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of, and take responsibility for, promoting high standards of Maths and English including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics, following agreed school policy.
- Use an appropriate range of lesson observations, assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure student progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, and to take a responsible and conscientious attitude to their own work and study.
- Create a stimulating and attractive learning environment, within classrooms and shared learning spaces, changing displays on a regular basis to celebrate the learning and achievement of students.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Participate in arrangements for examinations, assessments, parent consultation meetings and reporting to parents in accordance with school policy.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with BSS's Promoting Positive Relationships & Behaviour Policy. Including actively promote the

Learning Ethos and the 'Be Safe, Be Ready, Be Respectful' expectations within classes.

- Manage classes effectively, using approaches which are appropriate to student needs in order to inspire, motivate and challenge students.
- Build positive relationships with students in the year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the Head of School e.g. playground, end of the day and red break.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.
- Promote the house system and student voice, celebrating student achievement both in and out of school.

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school. For examinations, assessments, parent consultation, reporting to parents in accordance with school policy.
- Cover for absent colleagues where supply cover cannot be arranged.

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.

- Make a positive contribution to the wider life and ethos of the school, contributing to newsletters, the school website, Google Suite, productions and community events, etc.
- Organise and lead an After School Activity for two terms each academic year.

Administration

- Register and monitor attendance on a daily basis, chasing up unauthorised absence and liaising with the Safeguarding & Pastoral Lead.
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class e.g. collect reply slips, money, organise classroom routines etc.

Professional Development

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on the students progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Proactively participate in the Performance Management process, maintaining evidence against targets set leading to an on-going professional portfolio of achievement.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in Primary education leading to best practice.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Uphold the 'Code of Professional Conduct', demonstrating integrity and confidentiality at all times when managing school matters.
- Perform any reasonable duties as requested by the Head Teacher.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police clearance.

Signature of Post Holder Date