

Job Description



This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Class Teacher
School	Valley Primary School
Salary Band/Range	M1-M6/UPS 1-3 dependent on experience
Responsible to	The Headteacher

Special Conditions	Line managed by Head Teacher
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1.	Job Purpose
	<p>To provide quality teaching and learning provision and a quality curriculum for children. This will involve ensuring a full range of specified work for individuals, groups and whole classes.</p> <p>It will include detailed planning, monitoring pupils and assessing, recording and reporting on children and young people's achievement, progress and development.</p> <p>This role will include taking a lead on one subject / whole school responsibility area across the school and working as part of a team to ensure high standards and a clear direction within this.</p>

2.	Key Responsibilities
	<p><u>Relationships:</u></p> <ul style="list-style-type: none">• Liaise with teaching and non-teaching staff within school, parents, children, school advisers and partnership links plus TEFAT central team and colleagues from other schools. <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none">• Take responsibility for a class of children or multiple classes of children determined by the Headteacher• Carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document undertaking duties in line with the professional standards for qualified teachers and upholding the professional code of the General Teaching Council for England.• Teach classes of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;• Maintain the positive ethos and core values of the school, both inside and outside the classroom;• Promote the school's vision: Growing and Learning together to be the best we can be. We always... Aspire for excellence, Enjoy learning, Achieve Success, Challenge ourselves further.• Contribute to constructive team-building amongst teaching and non-teaching staff, parents and partner colleagues.

All teachers will:

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and Senior Leadership Team
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Teach high quality lessons that enable all pupils to maximise their progress
- Review teaching methods and curriculum as necessary to ensure best possible progress for all learners
- Ensure inclusion is a high priority and the needs of all children are met
- Liaise with all teachers and teaching assistants across school, particular those who teach the same children thus ensuring a consistent approach
- Provide a stimulating classroom environment which is inviting and tidy with engaging displays and where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to assess and track the progress of individual children and intervene where pupils are not making progress
- Communicate effectively with parents on all aspects of their children's progress and development including parent workshops, parents evenings and an annual written report
- Promote the school's code of conduct and high expectations amongst pupils
- Maintain good behaviour, encourage positive attitudes and lead by example as the teacher, implementing the school behaviour policy at all times
- Participate in meetings which relate to the school's management, curriculum, administration, professional development and organisation
- Communicate and co-operate with specialists from outside agencies
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff as applicable within classes or groups
- Participate in the performance management system for the appraisal of one's own performance, or to support that of others within the school
- Promote good attendance and report concerns in line with school procedures
- Contribute to the vision, values and school development priorities of the school
- Take the initiative, as appropriate, to ensure children's well-being is prioritised and all children are supported and encouraged to become good future citizens
- Contribute to the wider school community including out of school learning activities which consolidate and extend work carried out in class
- Undertake any other reasonable tasks as requested by the Headteacher or Senior Leaders.

2.1	People
	The post holder will promote a culture of teamwork, liaising with colleagues including support staff, teachers, senior leaders and the headteacher as appropriate
2.2	Safeguarding
	Valley Primary School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for adhering to all school policies and procedures alongside promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom one is responsible or who one comes into contact with.
2.3	Financial
	The post holder will promote a culture of good financial management and value for money by considering carefully resources needed and proactively caring for equipment. The post holder will liaise with colleagues including the business manager and relevant phase, subject or senior leaders regarding finances required to support the role.
2.4	Buildings & Equipment

	<p>The post holder will liaise with Site Service Managers and relevant staff and agencies to ensure building and all equipment is safe and operational to enable smooth running of the school.</p> <p>The post holder will consider carefully the environment they are working in along with wider school communal areas and being proactive about ensuring care, tidiness and safety at all time</p> <p>The post holder will liaise with colleagues including the site manager and relevant phase, senior leaders regarding any building or maintenance issues that arise.</p>
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2.5 Health & Safety

	<p>Health and safety laws require all employees to help the school maintain and improve health and safety standards.</p> <p>This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the school, senior leaders and other employees, in meeting their health and safety legal responsibilities.</p> <p>The post holder must ensure that policies, procedures and safe systems of work are implemented on a daily basis and all duties and responsibilities are carried out in line with the school's Health and Safety policy and any local safety procedures.</p>
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2.6 Information Management

	<p>The post holder will be expected to maintain confidentiality and manage all data and information in accordance with school policies</p> <p>The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions under GDPR and other relevant legislation and guidance.</p>
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2.7 Policies & Procedures

	<p>The post holder will be expected to adhere to all school and trust policies and procedures.</p> <p>It is the responsibility of the post holder to ensure awareness of relevant school policies and to discuss with senior leaders any areas where there may be gaps</p> <p>The post holder must ensure that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>
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3. Other Conditions

3.1 Mobility

	<p>Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade either within the school or within a different trust school as applicable.</p>
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3.2 Equal Opportunities

	<p>The Trust and school is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.</p>
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3.3 Variations to Job Descriptions

	<p>Due to changing school and child demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend this job description to reflect the changing requirements as necessary or considered in the best interests of the children.</p>
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3.4 Training and Development

	<p>The school is committed to the personal and organisational development of all individuals. The post holder will be encouraged to identify job-related development needs and must ask for professional development, support or guidance as required.</p>
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Compiled/Reviewed by:	Valley Primary School
Date:	April 2026

Person Specification



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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Educated to degree level with Qualified teacher status		
Experience & Knowledge	Experience of teaching in a range of schools and year groups through employment or trainee placements		Interview
	Sound knowledge of the National Curriculum for all subjects		Interview
	Understanding of the revised assessment procedures		Interview
	Understanding of curriculum and pedagogical issues relating to learning and teaching		Interview
	Knowledge regarding statutory assessment tests and non statutory assessment procedures		
	Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> ● Vision and Values ● Behaviour Policy ● Safeguarding ● Health and Safety ● Inclusion and Equal Opportunities 		Interview
	Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL, Pupil Premium and SEND		Interview
	Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND		Interview
Skills & Abilities	Sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching		Application/ Interview

	Able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks		Interview
	Ability to keep records of pupil progress in line with school policy		Interview
	Ability to use assessments of pupils learning to inform future planning		Interview
	Ability to plan and work collaboratively with colleagues		Interview
	Willingness to engage with parents in order to encourage their close involvement in the education of their children		Interview
	Flexibility in approach to work and enjoyment working as part of a team		Interview
	Good communication skills both orally and in writing		Interview
	Able to manage own work load effectively		Interview
	Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships		Interview
	Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit		
	Commitment to equal opportunities in all aspects of the role and around the work place in line with policy		
	A personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post		

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview

	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

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