

## **Tibberton C.E. Primary School**



Being the best we can be because  
'With God all things are possible'

### **JOB DESCRIPTION**

## **CLASS TEACHER**



**Part of the Tibberton CE Primary School and  
St Lawrence CE Primary School Federation**

<b>Tibberton C.E. Primary School</b>
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**Job Description**

Tibberton CE Primary School is a Church of England controlled 5-11 years primary school.

The purpose of this job description is to clearly define the role, responsibility and expectation of your post.

The safeguarding of the pupils is paramount. All staff are responsible for the safety and welfare of all the pupils in the school. All staff will be enhanced DBS checked before taking up a post and undertake the necessary training to enable them to meet the requirements of the School Child Protection Policy. They will have read the document Keeping Children Safe in Education and signed to say that they have done so, and act on the information therein.

As we are a Church of England school, it is expected that the Christian values and ethos of the school will be supported by all staff.

All class teachers have a subject leadership role across the Federation, and curriculum responsibilities have been organised so that each teacher has direct responsibilities in some areas to develop a whole school overview and make a positive contribution to curriculum development across the Federation.

The job description will be subject to an annual review; targets will be set and reviewed in areas for school and personal development.

**Post: KS2 Teacher**

**Date: Permanent from late-February 2025**

## **Conditions of Service**

***The role of the teacher is subject to the following terms and conditions:-***

- The post holder shall be required to fulfill all the responsibilities of a teacher outlined in the Schoolteachers' Pay and Conditions Document and in line with the Teacher's Standards Sept 2012, relative to experience, stage in career and pay scale.
- The other terms and conditions set out in national collective agreements in force from time to time.
- The Local Authority rules and conditions including any local agreement entered into with recognised trade unions.
- The school's Instrument and Articles of Government as appropriate.
- The teacher shall be available to perform such duties at such times and places as may be specified by the Headteacher for the 1265 hours required in the Conditions of Service for full time teachers. The travelling time to and from the place of work does not contribute to this time.
- The teacher will, in addition to these requirements, work such additional hours as may be needed to enable them to discharge effectively their professional duties, including in particular the planning and preparation of children's work, marking and writing reports, preparing teaching materials.  
The amount of time beyond 1265 hours allocated for such duties shall not be determined by the employer but shall depend upon the work needed to discharge the teacher's professional responsibilities.  
The allocation of directed time is attached.
- At least 10% of teaching time will be non-contact PPA time (Planning, Preparation and Assessment )

## **Pension**

Unless you have notified otherwise, it is assumed that, as a full-time employee, you will contribute to the Teachers' Superannuation Scheme under the provisions of the Teachers' Superannuation Regulations. Details of the scheme can be obtained from Education Personnel Services at Telford & Wrekin Education Training Service, from your professional association or from the Teachers' Pension Agency, Darlington.

<b>Classroom Teacher</b>
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## **Professional Responsibilities of a Classroom Teacher**

### ***Within the classroom the teacher is expected to:-***

- Plan and prepare children's learning experiences in close co-operation with other teachers and the Headteacher, in line with school aims, ethos and policies.
- Teach a class of primary age children a broad and balanced curriculum in line with the Good Level of Development identified for the Early Years, the National Curriculum, and our school policies and curriculum statement.
- Plan appropriately stimulating, challenging and enjoyable activities, which provide the children with opportunities to achieve their full potential, to have high expectations of work and behaviour and encourage a positive work ethic.
- Assess and record children's progress in learning according to school policy and NC requirements, and ensure that parents are kept fully aware of their progress.
- Promote a stimulating, well-organised environment which reflects our caring philosophy, our respect for children's work, and the need to develop children's growing independence.
- Develop a calm, positive working environment where the children feel secure, know that they are respected, and where their self-esteem and confidence is nurtured.
- Identify and support children with special educational needs – those with learning difficulties and those able children, liaising with the SENDco, the Headteacher, parents and outside agencies.
- Support children's personal and social, spiritual and moral development – their ability to get along with one another and adults, to respect each others' worth, to develop values and moral codes, to be a good role model for children in your relationship with the children and staff.
- Leave classrooms, and other areas the children use, tidy and well organised at lunchtimes and at the end of the day.
- To be in the classroom to greet children at the start of the day/session and at the end of the day, ensure all children are registered in line with school procedure, ensure that the children are adequately supervised and that all school health & safety procedures are followed.

### ***Beyond the classroom the teacher is expected to:-***

- Set a good standard of behaviour and be a good role model for children, to support school policy on behaviour and to share responsibility for the behaviour of all children in the school.
- Establish good relationships with parents – to create trust and confidence, to communicate with parents about general issues, curriculum matters, and individual children's progress.
- Be responsible for the welfare and safety of support staff, students and others working in the classroom, and ensure that they are used to the maximum benefit of the children.

- Share responsibilities for whole school events and activities, including attending and leading assemblies.
- Develop and maintain effective systems for communication with other teachers, support staff and the Headteacher to ensure continuity of learning, consistency of approach and message.
- Participate in any arrangements for the appraisal of your performance.
- Take responsibility for areas of the curriculum to ensure continuity and progression, and ensure that standards are monitored.
- Maintain school confidentiality at all times.
- Take shared responsibility for the care and appearance of the school environment and to encourage all children to take pride in their school.
- To be mutually supportive of other teachers and the Headteacher, to foster good working relationships and a happy working environment.
- To attend relevant in-service training to keep abreast of developments, and to extend your own classroom expertise and practice.

<b><i>You report to</i></b>	<b><i>the Headteacher and senior leadership team</i></b>
<b><i>You are responsible to</i></b>	<b><i>the headteacher and Governors</i></b>
<b><i>You are responsible for</i></b>	<b><i>any support staff working under the direction of the SENDco and Headteacher</i></b>