

## Job Description and Person Specification

### Primary Class Teacher

Start Date:	1 <sup>st</sup> September 2025
Contract:	PERMANENT
Salary:	MPS/UPS
Hours of work:	Full Time Teachers' Hours as outlined in School Teachers' Pay & Conditions Document
Responsible to:	Headteacher
Primary Purpose of the role:	The professional duties of a teacher, as set out in the School Teachers' Pay and Conditions document

### Overall, Purpose of the Post

To be responsible for the planning, teaching and learning in your class. To liaise with Subject Co-ordinators and other teachers to ensure continuity and progression throughout the curriculum and whole school initiatives.

### Key relationships:

The Headteacher and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the Headteacher responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

### Key Responsibilities

- Plan and deliver engaging lessons in accordance with the **National Curriculum**.
- Create a **positive and inclusive classroom environment** that fosters learning.
- Assess and track pupil progress using formative and summative assessments.
- Adapt teaching methods to accommodate **diverse learning needs**, including SEN pupils.
- Promote **behaviour management strategies** that encourage respect and discipline.
- Communicate effectively with parents and carers to support pupil progress.
- Work collaboratively with colleagues and contribute to school development initiatives.
- Participate in **extracurricular activities**, such as clubs, trips, and school events.
- Ensure **safeguarding policies** and procedures are followed to protect pupils.
- Engage in **ongoing professional development** to enhance teaching practices.

### Main Duties

- Motivate children to learn and effectively differentiate, organise and manage a large class of children.
- Establish good relationships and good working practices in your classroom and across the school community.
- Communicate effectively with children, staff, parents and the wider community.
- Lead, support, motivate and direct Teaching Assistants.
- Ensure that school policies and practices are rigorously followed.
- Evaluate pupils' progress, achievement and attainment on a regular basis in line with school policy and procedure and report to the Headteacher, colleagues, parents and other professionals as required.
- To provide feedback to children about their work to ensure continuity, progression and excellent presentation in accordance with the school's agreed marking policy.
- Support the ethos and values of the school and follow high standards of professionalism.
- Monitor the standards of behaviour, attainment and achievement within your class and share in the corporate responsibility for all our pupils' behaviour, care and provision.
- Take responsibility for the pastoral care of children in your class, liaising with other members of staff and external agencies as necessary.
- Display a willingness to lead a subject, or area (not required for NQT).
- Liaise with other teachers in order to ensure continuity and progression across the whole school.
- Manage and lead the organisation and safe execution of educational visits for your class.

- Engage positively with parents and carers.
- Ensure that the environment within and around the classroom is tidy, stimulating, follows school policy and is a true reflection of the ethos of the school.
- Keep up to date with current educational practice by attending such training and CPD as may be required.
- Prepare for and participate in all staff and parental meetings relevant to the role of the class teacher.

### **General Requirements**

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures.
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post.
- Ensure that duties and responsibilities are carried out in accordance with Trust policies.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Be a role model for students and staff.
- Attend meetings, training sessions, after-school events and courses as required.
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Comply with health and safety procedures, information and resources in line with school policy.
- Undertake any reasonable duties as requested by the Headteacher or nominated delegate.
- Maintain a positive ethos.

**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.



**REVIEW ARRANGEMENTS** The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

***Job Description prepared/revised: May 2025***  
***Prepared by: Jane Buckley (HR Officer)***

## Person Specification Primary Class Teacher

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	Qualified Teacher Status (or expectation of obtaining this prior to appointment)	E	✓	
2.	Relevant good honours degree	E	✓	
KNOWLEDGE AND EXPERIENCE				
3.	Experience teaching within a primary school setting	E	✓	✓
4.	Experience of tracking pupil progress	E	✓	✓
5.	Knowledge of child development, curriculum planning, and assessment strategies	E	✓	✓
6.	Understanding of the Primary Curriculum and a willingness to lead a subject, or area (not required for NQT)	E	✓	✓
7.	Awareness of current initiatives in education	D	✓	✓
8.	Understanding how children grow intellectually, socially, and emotionally.	E	✓	✓
9.	Awareness of policies and practices that ensure children's safety and well-being.	E	✓	✓
10.	Experience of supporting children with different backgrounds and learning styles.	D	✓	✓
11.	Understanding of approaches to maintaining a positive and inclusive learning environment.	E	✓	✓
BEHAVIOURS AND SKILLS				
12.	Able to motivate children to learn and effectively, differentiate and organise and manage a large class of children	E	✓	✓
13.	Enjoy working with young people and have enthusiasm for teaching and learning	E	✓	✓
14.	Able to provide a tidy, stimulating and attractive class environment	E	✓	✓
15.	Able to communicate effectively with children, staff, parents and the wider community	E	✓	✓
16.	A commitment to participating in training and development as required	E	✓	
17.	Adaptable, with a willingness to embrace change	E	✓	
18.	Organised, methodical and displaying high motivation and high expectations of children	E	✓	✓
19.	Be a supportive and pro-active member of a team	E	✓	✓
20.	Aligned with the school's mission and values	E	✓	
21.	Willingness to run an extra-curricular club	D	✓	
22.	Capacity to work hard under pressure and to possess a sense of humour	E	✓	✓



Note to Applicants: Please try to show in your application, how best you meet the above requirements