



**St Paul's
Primary School**

**Class Teacher – Maternity Cover Year 2
30th November 2026 – 28th June 2027**

JOB DESCRIPTION

This job description has been drawn up in accordance with The School Teachers' Pay and Conditions Document.

Main Purpose:

To take on the responsibilities of a class teacher:-

Providing:-

- A broad and balanced curriculum that meets the demands of the National Curriculum and RE.
- A curriculum which meets the individual needs of the pupils – enabling every pupil to achieve their full potential.
- To promote the school ethos- encouraging self worth and respect for others.
- To create a welcoming atmosphere for children and parents- maintaining and developing existing links between home and school.

Duties of a Class Teacher:

1. Ensure the education and welfare of a designated class of pupils in accordance with the School Teachers Pay and Conditions document, having due regard to the requirements of the current National Curriculum, including the Foundation Stage of Learning, and the school's aims, objectives and schemes of work and any policies supported by the Governing Body.
2. To take responsibility for the organisation, planning and preparation of a safe, healthy, stimulating and well managed

educational environment which reflects the Christian ethos of the school whilst valuing the children's home cultures.

3. To liaise with colleagues throughout the school in order to share knowledge, theory and educational practices.
4. To take responsibility for planning and implementing a broad and balanced curriculum for all the children – ensuring the implementation of school policies and schemes of work, local and national initiatives.
5. To take responsibility for assessing and meeting the needs of all children, liaising and cooperating with associate staff, parents and outside agencies where appropriate to ensure needs are met.
6. To take responsibility for assessing, recording and monitoring children's progress and reporting to parents in line with the school's policy and national initiatives.
7. To take responsibility for day to day liaison with parents regarding individual children, the curriculum and the organisation of the class or school.
8. To attend formal meetings- communicating with pupils, parents, governors and other colleagues- regarding individual children, the curriculum, the organisation of the school.
9. To share corporate responsibility for the well being, discipline and safety of all members of the school community.
10. To attend and participate in all staff and curriculum development meetings and INSET days.
11. To be member of a Curriculum Team- having responsibility for an agreed curriculum area. To lead the development of the agreed curriculum area within the team and to deliver INSET to colleagues as required.
12. To participate in the schools Performance Management scheme.
13. To attend relevant meetings and courses in order to further professional knowledge identified within the School Improvement Plan and / or through the Performance Management scheme.
14. To actively follow the Child Protection Policy, whistleblowing and Safeguarding procedures of the school, *in line with Keeping Children Safe in Education September 2026*
15. To recognise and commit to the responsibility that all school

staff have to: provide a safe environment in which children can learn; identify children who may benefit from early help; follow the school's policy on sharing concerns about a child's welfare.

16. To carry out other tasks as may be required by the Headteacher.

These duties may be varied to meet the changing demands of the school and / or the developing career aspirations of the teacher. Any amendments will be subject to consultation between the Headteacher and the teacher concerned.

Mr John Wright
Headteacher.

Person Specification

Job Title: Class Teacher – Maternity Cover

Competency	Essential	Desirable
Qualification	QTS Degree A-C English and Mathematics, GCSE ICT confident and competent	QTS and completed NQT/ECT Induction Additional qualifications relevant to the role Evidence of participation in recent safeguarding training
Experience	Evidence of good, successful teaching in the Primary age range. (3-11) At least one year's class teaching experience.	Experience across more than one Key Stage. Experience of working with small groups of children to rapidly raise attainment through accelerated progress.
Teaching Skills	Able to provide a rich, child-centred education. Able to plan, prepare and assess programmes of work. Understanding and commitment to raising achievement across the primary age range.	Able to work in a team, deploying support staff effectively to enhance curriculum and learning. Experience of working with and/or developing links with parents and/or the wider community.
Professional Knowledge and Understanding	Understand safeguarding and child protection procedures. Understand how to use assessment to inform planning for good teaching and learning. Evidence of good classroom management skills. Evidence of effective inclusion and strategies for engaging all learners.	

	Able to use a positive approach to promote learning and excellent behaviour.	
Personal Qualities	Display warmth, care and sensitivity in dealing with children and colleagues. Calm, organised. Able to plan and manage time effectively, within a busy school environment.	Bring personal interests and enthusiasms to the school community.
Other Factors	Commitment to the ethos of our Christian School.	