



ALCONBURY C. of E. SCHOOL
JOB DESCRIPTION FOR TEACHERS

All teachers are subject to the requirements of the School Teachers' Pay and Conditions Document

The class teacher will :-

- ◆ have regard to the school development plan and maintain the positive ethos and core values of the school, both inside and outside the classroom and school
- ◆ ensure that the current national core standards of employment for school teachers are met
- ◆ plan and prepare work on a weekly, termly and yearly basis, taking into consideration the requirements of the National Curriculum / Foundation Stage Curriculum and relevant school policies and guidelines
- ◆ provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- ◆ be able to set clear targets, based on prior attainment, for pupils' learning
- ◆ assess, record and report on the development, progress and attainment of all pupils within the class to both parents and headteacher
- ◆ lead, organise and direct support staff within the classroom
- ◆ prepare parent discussion forms for pupils with additional needs in consultation with the SENDCo
- ◆ communicate and cooperate with specialists and outside agencies
- ◆ strive to achieve each child's full potential
- ◆ take responsibility for the pastoral needs of the class to which they are attached
- ◆ maintain good order and discipline
- ◆ be prepared, if necessary and appropriate, to teach other age groups
- ◆ take part in staff development through school based meetings and INSET
- ◆ carry out duties and routines that are necessary to maintain smooth day to day running of the school
- ◆ contribute positively to the ethos of the school by support and care for the needs of children, staff and community
- ◆ attend and lead assemblies
- ◆ participate in the appraisal process, reviewing progress and setting new targets

In addition to this general job description for teachers, specific descriptions for individual responsibilities will be drawn up.

Safeguarding responsibility:

This school is committed to safeguarding and promoting the welfare of children and young people and expects its staff to share this commitment. The postholder must uphold this commitment at all times.

October 2025