



KS1/EYFS Class Teacher Job Description – fixed term contract until August 2027

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document in accordance with the school's policies and under the direction of the Headteacher. Specific duties of a teacher at Windsor Primary Community Primary School are detailed below:

Main purpose of the job

The class teacher will:

- Support the progress of all children to achieve the highest standards
- Develop teaching and learning across the curriculum to raise achievement of the whole school
- Have a thorough knowledge and understanding and take responsibility of a specific curriculum area which can be embedded across the primary phase
- Develop and deliver a bespoke curriculum with creativity at its heart
- Analyse class data and adapt teaching to meet the needs of the pupils
- Ensure that planning, preparation, recording, assessment and reporting is in place to meet the pupils' varying learning, social and emotional needs
- Have high expectations of the children, value and recognise the diversity of their abilities and ensure that each child achieves their potential
- Support groups of EAL and or newly arrived pupils to develop their language and basic skills
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Ensure that the current national teaching standards are met.
- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Teachers and the school's own policy
- Carry out the professional duties of a teacher as required

Duties:

The teacher will:

- Be an outstanding teacher
- Implement agreed school policies and guidelines
- Support initiatives decided by the Head teacher and share the collective responsibility for maintaining the school ethos and environment
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks and submit teaching plans and records of pupil progress to members of the SLT as required
- Be able to set clear targets, based on prior attainment for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning including reporting on the development, progress and attainment of pupils
- Report to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy and model behaviour appropriate to the school ethos and policy
- Communicate and co-operate with specialists from outside agencies



- Organise and direct staff within the classroom
- Undertake professional development and training
- Participate in the performance management system for the appraisal of their own performance
- Thorough understanding and working knowledge of statutory assessments in EYFS and Key Stage 1.

Developing self

- Support the development of collaborative approaches to learning within the school and beyond
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of teaching, including statistical analysis of pupil groups, progress data and target setting

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.