



St John of Jerusalem
Church of England Primary School

Kingshold
Road, Hackney, E9 7JF

Role Summary

The School Teachers' Pay and Conditions Document (STPCD) sets out the statutory duties required of teachers. In addition, this role requires carrying out professional duties in accordance with the Teachers' Standards and any reasonable direction from the Headteacher.

The class teacher is responsible for the education, progress, achievement and welfare of pupils assigned to them and for contributing to the broader life and ethos of the school. Duties must be carried out to a consistently high professional standard.

The postholder will work within the provisions of the STPCD, including directed time, and undertake duties reasonably required by the Executive Headteacher / Head of School.

Main Duties and Responsibilities 1. Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's curriculum.
- Deliver a broad, balanced and inclusive curriculum that meets the needs of all pupils.
- Set high expectations which motivate, challenge and inspire pupils.
- Adapt teaching to respond to the strengths and needs of all pupils, including those with SEND, EAL, or high attainment.
- Promote excellent behaviour for learning and establish a safe, positive classroom environment.

2. Planning, Assessment and Progress

- Plan collaboratively with colleagues, contributing ideas and sharing resources.
- Make effective use of Planning, Preparation and Assessment (PPA) time in line with STPCD.
- Assess, record and report on the development, progress and attainment of pupils.
- Provide accurate and constructive feedback to pupils.
- Produce written reports for parents/carers and participate in consultation meetings.
- Use assessment data to inform teaching and raise standards.

3. Behaviour and Pastoral Care

- Establish and maintain high standards of behaviour in accordance with school policy.
- Take responsibility for the pastoral care, well-being and personal development of pupils.
- Support pupils' social, emotional and mental health needs.
- Promote high expectations of attendance and punctuality.

4. Safeguarding, Health and Safety

- Safeguard pupils' well-being by following statutory guidance and school safeguarding policies.
- Report any concerns to the Designated Safeguarding Lead (DSL) / Head of School promptly.
- Ensure the health and safety of pupils on school premises and during off-site activities.
- Promote a safe, secure and inclusive learning environment.

5. Professional Responsibilities

- Meet and maintain the Teachers' Standards at all times.
- Participate in the school's performance management/appraisal system.
- Engage in Continuing Professional Development (CPD) to improve practice.
- Undertake reasonable administrative and organisational tasks related to the role.
- Follow all school policies and procedures.

6. Working with Others

- Work collaboratively with colleagues, sharing best practice and supporting school improvement.
- Deploy and direct support staff effectively to support pupil learning.
- Communicate effectively with parents/carers regarding pupils' progress and well-being.
- Liaise with external agencies and professionals as required.

7. Wider School Contribution

- Participate in staff meetings, INSET days and professional development activities.
- Contribute to the wider life and ethos of the school, including trips, visits and extracurricular activities.
- Carry out supervisory duties as reasonably directed.
- Provide cover for absent colleagues only rarely, in accordance with STPCD provisions.

Inclusion and Equal Opportunities

- Promote equality of opportunity and inclusion in all aspects of school life.
- Ensure teaching practices reflect the diverse needs of pupils.

Accountability

The postholder is accountable to the Executive Headteacher, Head of School and Governing Body for the fulfilment of the responsibilities outlined in this job description.

Signatures

Postholder Signature: _____ Date: _____

Headteacher Signature: _____ Date: _____



Person Specification

Qualifications		
Criteria	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Degree or equivalent qualification	✓	
Safeguarding training (or willingness to undertake)	✓	
Experience		
Experience of teaching in a primary school setting	✓	
Experience of planning and delivering a broad and balanced curriculum	✓	
Experience of assessing, recording and reporting pupil progress	✓	
Experience of managing behaviour effectively	✓	
Experience of working collaboratively with colleagues	✓	
Experience of working with pupils with SEND/EAL		✓
Experience of contributing to whole-school initiatives		✓
Knowledge and Understanding		
Secure knowledge of the National Curriculum	✓	
Understanding of effective teaching and learning strategies	✓	
Knowledge of assessment for learning and data use	✓	
Understanding of safeguarding responsibilities and statutory guidance	✓	
Understanding of inclusion, equality and diversity in education	✓	
Awareness of the Teachers' Standards and STPCD requirements	✓	
Knowledge of current educational developments and priorities	✓	
Skills and Abilities		
Ability to plan and deliver high-quality lessons	✓	
Ability to adapt teaching to meet the needs of all learners	✓	
Strong classroom management skills	✓	
Ability to assess pupil progress accurately and use data effectively	✓	
Ability to communicate clearly with pupils, parents and colleagues	✓	
Ability to deploy and manage support staff effectively	✓	
Strong organisational and time management skills	✓	
ICT skills to support teaching and learning		✓
Personal Qualities		

Commitment to high standards of teaching and learning	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Professional integrity and reliability	✓	
Reflective practitioner with a willingness to improve	✓	
Ability to work as part of a team	✓	
Commitment to inclusion and equal opportunities	✓	
Resilience and ability to manage workload effectively	✓	
Enthusiasm for contributing to the wider life of the school	✓	
Other Requirements		
Ability to fulfil all duties and responsibilities of the role	✓	
Commitment to ongoing professional development (CPD)	✓	
Enhanced DBS clearance (or willingness to obtain)	✓	