



**Elmhurst Junior School**  
Elmhurst Lane, Street, Somerset, BA16 0HH  
Tel: 01458 442979  
[office@ejsch.co.uk](mailto:office@ejsch.co.uk)  
[www.elmhurstjuniorschool.org.uk](http://www.elmhurstjuniorschool.org.uk)

**Headteacher: Ms Fiona Airey**

**Job Description Class Teacher**

<b>Post:</b>	Class Teacher
<b>Contract Type:</b>	Full Time, Fixed term for one year
<b>Reporting To:</b>	Head Teacher

<b>Job purpose:</b>
<p>The Teacher will:</p> <ul style="list-style-type: none"> <li>• Maximise pupil achievement and standards by effective teaching and the creation of a safe and secure learning environment.</li> <li>• Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document</li> <li>• Support personal development and well-being of pupils.</li> <li>• Contribute, wherever possible, to the wider effectiveness and success of the school</li> </ul>

<b>Key Responsibilities</b>
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Plan, independently or with colleagues, and teach well-structured lessons and provide stimulating continuous provision to assigned class, following the school's plans, curriculum, and schemes of work</li> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment</li> <li>• Adapt teaching to respond to the strengths and needs of pupils</li> <li>• Set high expectations which inspire, motivate and challenge pupils, and securing a good standard of pupil behaviour by establishing appropriate rules and high expectations of conduct</li> <li>• Promote good progress and outcomes by pupils. Recognising levels of attainment, setting targets and assisting colleagues in the setting of targets for improvement, monitoring progress and using appropriate teaching strategies in the light of this</li> <li>• Demonstrate good subject and curriculum knowledge</li> <li>• Participate in arrangements for preparing pupils for external tests</li> </ul> <p><b>Whole-school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> <li>• Make a positive contribution to the wider life and ethos of the school. Liaise with parents and carers (and other agencies as required) through informative reports on progress, achievements, concerns and matters relating to pupil's academic and pastoral well-being</li> <li>• Work with others on curriculum and pupil development to secure co-ordinated outcomes</li> <li>• Provide cover, in the unforeseen circumstance that another teacher is unable to teach</li> </ul>



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**Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development and take responsibility for own professional development, and use outcomes to improve teaching and pupils' learning
- Where appropriate, take part in the appraisal and professional development of others
- 

**Communication**

- Communicate effectively with pupils, parents and carers
- 

**Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Additional Details and Information**

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

**Employees will:**

- are to ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.



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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of continuous INSET and commitment to further professional</li> <li>• Sound understanding of the National Curriculum</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching within KS2</li> <li>• Experience of leading a curriculum subject area</li> <li>• Experience of setting targets and monitoring, evaluating and recording progress</li> <li>• Understand how to establish an effective rapport with children which is based on high expectations and how to establish a purposeful learning environment where all pupils feel secure and confident</li> <li>• Experience of working with pupils with SEND</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• <i>Positive behaviour management techniques for groups and individual pupils</i></li> <li>• <i>Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills</i></li> </ul>	



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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent behaviour management</li> <li>• Good communication skills, both written and oral</li> <li>• Good presentation skills with the ability to enthuse and motivate others</li> <li>• Good management and organisational skills</li> <li>• Excellent communication skills enabling liaison with a variety of external agencies</li> <li>• Good understanding of IT and how to enhance learning.</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Develop good personal relationships within the team you work with</li> <li>• Establish and develop close relationships with parents, governors and the community</li> <li>• A commitment to raising the aspirations of the whole school community</li> <li>• Empathic and child centred</li> <li>• Has passion and believes that every pupil can succeed</li> <li>• Has a cup half full approach</li> <li>• Have a wonderful sense of humour</li> </ul>	
Signature (employee):		
Date:		
Signature (line manager):		
Date:		