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**JOB DESCRIPTION**

**POST TITLE:** TEACHER

**NAME:**

**SALARY SCALE/  
GRADE:** MPS 1-6

**RESPONSIBLE TO:** Headteacher

**HOURS OF WORK:** Outlined in Teachers' Pay and Conditions Document 2025

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

**A. This is a Church of England School and it is Governor Policy that all teachers will attend worship and teach Religious Education. It is expected that:**

- (a) Staff will carry out their duties in a manner which will actively foster an understanding of, and a respect for, the Christian faith and its values.
- (b) They will endeavour to join the school on those occasions when the school attends church services.

**B. The duties of all Teachers include the following:**

**Promoting effective safeguarding and welfare of children and young people within the school at all times and demonstrate vigilance.**

- 1.
  - (a) Planning and preparing courses and lessons.
  - (b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and subsequent marking of work to be carried out by the pupil in school and elsewhere.
  - (c) Assessing, recording and reporting on the development, progress and attainment of pupils;
- 2.
  - (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
  - (b) Providing guidance and advice to pupils, and their parents, on educational and related social matters, including information about sources of more expert advice on specific questions; making relevant reports.
  - (c) Making records of and reports on the personal and social needs of pupils.
  - (d) Communicating and consulting with the parents/guardians of pupils.
  - (e) Communicating and co-operating with persons or bodies outside the school where it is in the interest of the pupils.
  - (f) Participating in meetings arranged for any of the above.
- 3. Providing or contributing to oral and written assessments, reports, records of achievement, relating

to individual pupils and groups of pupils.

4. Participating in arrangements made in accordance with the Education (Performance Management) Regulations 2012 for the appraisal of his/her performance and that of other Teachers.
5.
  - (a) Reviewing from time to time his/her methods of teaching and programmes of work.
  - (b) Participating in arrangements for his/her further training and professional development as a Teacher.
6. Advising and co-operating with the Headteacher and other Teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
7. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
8. Participating in meetings at the school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
9. So far as is practicable, supervise and/or teach any pupils whose Teacher is not available to teach them.
10. Participating in arrangements for preparing pupils for standard assessment tasks at the end of each Key Stage and other public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.
11.
  - (a) Contributing to the selection for the appointment and professional development of other Teachers and non-teaching staff, including the induction and assessment of new Teachers.
  - (b) Co-ordinating or managing the work of other Teachers.
  - (c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
12.
  - (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management and/or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and other resources.
  - (b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
13. Participating in the organisation, management and assessment of student teachers and other pupils gaining work experience within, and at the invitation of, the school.

**C. As Named Person for a curriculum area:- (where applicable)**

- (a) Providing support for the Teachers in the school with the organisation, management and presentation of a curriculum area.
- (b) Reviewing, recommending, ordering, allocating and maintaining resources for a curriculum area.
- (c) Administering a delegated budget for the support of the above.
- (d) Monitoring and reviewing the teaching and learning in a curriculum area. Reporting and making recommendations for the improvement of the same.

- (e) Participating in arrangements for staff training and professional development in a curriculum area.
- (f) Providing leadership in a curriculum area.
- (g) All employees handling personal data, must do so responsibly, securely and in line with the school's Data Protection Policy, guidance and training.

**Date:** .....

**Signatures:** Headteacher.....

Post holder.....