

# Millbrook Community Primary School

## Job Description

**Name:**

**Date Prepared: September 2025**

**Post:** Teacher

- General Duties:**
- a) To be responsible for the education and welfare of a designated class of children or groups of children, in accordance with the requirements of the current Schoolteacher's Pay and Conditions document including meeting all of the Teacher Standards.
  - b) To have due regard to the requirements of the National Curriculum and the guidance for the Foundation Stage, the aims of the school, its objectives, ethos, schemes of work and policies.
  - c) To share in the corporate responsibility for the well being, safeguarding and discipline of all pupils.

## **Specific Duties**

- To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.
- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class or group, within the national framework and school policies.
- To take responsibility for the progress of a specific group of children in all aspects of the Early Years Framework / National Curriculum and its cross-curricular elements and maintain assessment records in accordance with school policy.
- To take pastoral and safeguarding responsibility for a specific group of children
- To plan and record each pupils' attainment in all areas of the curriculum.
- To contribute to curriculum development in conjunction with colleagues; bringing their experiences from the age group they teach, to ensure that provision is for the age range 3-11
- To ensure that there is continuity, progression, breadth and balance in the delivery of the curriculum
- To create a safe, stimulating learning environment which encourages children to work and behave to the best of their potential

- To ensure the classroom reflects the best standards of work displayed to full advantage.
- To manage additional adults within the classroom.
- To organise the classroom so that all resources are as easily accessible as possible to pupils, used correctly and with respect
- To ensure the safe welfare of the pupils
- To mark and assess work regularly and constructively
- To monitor each child's progress effectively by keeping regular records available for the Headteacher and parents when requested
- To bring to the attention of the Headteacher and the SENCO any child with special educational needs
- To produce written reports for parents and to keep parents informed of their child's progress through regular meetings
- All teachers will be expected to accept such responsibilities as the Headteacher shall determine from time to time

### **Post Threshold Teachers**

- To ensure that as a result of their teaching their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally.
- Take responsibility for their professional development and use outcomes to improve their teaching and pupils learning.
- Make an active contribution to the policies and aspirations of the school.
- Ensure that they are effective professionals who challenge and support all pupils to do their best through: inspiring trust and confidence; building team commitment; engaging and motivating pupils; analytical thinking; positive action to improve the quality of pupils' learning.

Note 1            You are required to ensure that all duties are carried out within the context of school and LA policies on race, gender and special needs.

Note 2            The Job Description may be reviewed and amended at any time after discussion between the named teacher and the Headteacher.

Note 3      **Grievance Procedure**

The Local Authority's Grievance Procedure for Teachers as recommended to Governing Bodies applies in relation to any grievance arising in connection with this Job Description.

Note 4      **Conditions of service**

Because of the nature of this post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Note 5      **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

**Signed:**

**Date:**