



All Saints Church of England Primary School, Carshalton  
Rotherfield Road  
Carshalton SM5 3DW  
Tel: 020 8401 0075  
Email: [office@allsaintscarshalton.sutton.sch.uk](mailto:office@allsaintscarshalton.sutton.sch.uk)  
Website: [www.allsaintscarshalton.sutton.sch.uk](http://www.allsaintscarshalton.sutton.sch.uk)  
Head teacher: Mrs Laurielle Jackson

---

## Job Description

## Class Teacher

### Part 1

#### General Information

Members of staff are responsible for:

- Carrying out duties in accordance with the principles of equal opportunity
- Sharing responsibility for Health and Safety
- Being an appropriate role model for the children promoting the vision statement and ethos of the school
- Adhering to the fact that All Saints is a non-smoking school
- Working under the direction of the head teacher and relevant line manager
- Being accountable to the head teacher and governors
- Being responsible for personal information about pupils or colleagues or their families, and making sure that it is effectively protected against improper disclosure at all times. Confidential matters should not be discussed where they can be overheard, records should not be left either on paper or on screen where they can be seen. Reasonable steps must be taken to ensure that confidential information remains confidential.

### Part 2

Under the Teachers Standards all teachers (other than head teachers) are responsible for:

- Setting targets which inspire, motivate and challenge children in order to promote high expectations and excellent progress in both learning and attitudes towards learning
- Demonstrating good subject and curriculum knowledge
- Planning and teaching well-structured lessons
- Adapting teaching to respond to the strengths and needs of all children
- Making accurate and productive use of assessment
- Managing behaviour effectively to ensure a good and safe learning environment
- Working with the head teacher and other teachers on the preparation and development of programmes of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Deploying support staff effectively
- Adhering to the Learning and Teaching Policy, working in accordance with the agreed policies and school procedures undertaking your share in the duties of the school
- Providing a welcoming and exciting learning environment
- Working closely with your key stage team and support staff, sharing good practice
- Monitoring the children's progress and well-being and communicating effectively to parents, staff and governors

- Attending, taking part in, or leading acts of worship in the school as appropriate
- Taking responsibility for continuing your own professional development
- Being responsible in the first instance to your Key Stage Leader
- Making a positive contribution to the wider life of the school
- Upholding public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school
- Having a proper and professional regard for the ethos, policies and practices of the school and maintaining high standards in their own attendance and punctuality
- Having an understanding of and always acting within, the statutory frameworks which set out their professional duties and responsibilities

### Part 3

All Curriculum Leaders are responsible for:

- Reviewing and developing curriculum policy and guidelines for the school in consultation with staff and governors
- Monitoring and evaluating the quality of planning in the curriculum area by other teachers
- Observing teaching in your curriculum area(s) in order to evaluate strengths and areas for further development, or the impact of school improvement work
- Leading staff meetings and updating staff on new initiatives as appropriate
- Reviewing and co-ordinating the usage of resources relating to your curriculum area
- Evaluating relevant assessment information for individuals, groups or cohorts
- Suggesting issues in your curriculum area for further development and contributing to the School Improvement Plan, as required
- Providing advice and supporting new staff in your curriculum area
- Reporting on progress, achievement and standards in your curriculum area to staff, governors or parents
- Arranging and promoting relevant subject activities to promote children's enthusiasm and interest
- Liaising with other subject co-ordinators to develop cross-curricular links

Signed \_\_\_\_\_ Class teacher                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Head teacher