

WHITEHOUSE COMMUNITY PRIMARY SCHOOL

Job Description



Job Title	Teacher
Grade	UPR
Responsible to	Headteacher

Purpose of Job:

The teacher will:

- Fulfil the professional responsibilities of a Teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Meet the expectations set out in the 'Expectations for Upper Pay Range Teachers' document

Duties and Responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for tests
- Demonstrate their quality of teaching is 'good' to 'outstanding'.

Whole-School Organisation, Strategy and Development

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, Safety and Discipline

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies
- 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 Performance Management procedures
- Take part in further training and development in order to improve own teaching
- Participate in meetings at the school which relate to the curriculum or administration and organisation of the school, including pastoral arrangements.
- Take part in the performance management and professional development of others, where appropriate.

Communication

- Communicate effectively with pupils, parents, carers and colleagues.

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.

Management of Staff and Resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Deploy resources delegated to them.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our Safeguarding and Child Protection Policies
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Keep up to date with safeguarding updates by attending training and reading Trust policies
- Promote the safeguarding of all pupils in the school.

Additional Areas of Responsibility for the Upper Pay Range (UPR)

- Have extensive knowledge of their curriculum area, related pedagogy and assessment
- Provide a critical role in the life of the school
- Be a role model for teaching and learning
- Make a distinctive contribution to the raising of pupil standards
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- Lead on an area of teaching and learning, pedagogy or curriculum initiatives in a subject or year group
- Provide pastoral care as required and being aware of mental health and wellbeing needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards.

Personal and Professional Conduct


- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Follow the Staff Code of Conduct
- Promote the inclusive ethos of the school
- Read and understand the relevant policies as directed by the Headteacher and Trust.

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.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

Whitehouse Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

Agreed by		Name	Signature	Date
	Job Holder			
	Headteacher	ANNA SIDDALL		17.9.2025

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Successful teaching experience • 2 consecutive successful Performance Management reviews
Skills and knowledge	<ul style="list-style-type: none"> • Highly competent in all elements of the Teachers' Standards • Achievements and contribution to educational settings are substantial and sustained • An excellent knowledge of the National Curriculum • An excellent knowledge of effective teaching and learning strategies • An excellent understanding of how children learn • Extensive knowledge of how to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • An excellent knowledge of guidance and requirements around safeguarding children • Extensive knowledge of effective behaviour management strategies • Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach • A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress • Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum • Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality