Job Description

Post Title: Class Teacher
Salary: Main Pay Scale 1 - 6 / Upper Pay Scale 1 - 3
Reports To: Headteacher

Job Purpose

To deliver high-quality teaching and learning to pupils within an assigned class, enabling all pupils to make strong progress academically, socially, emotionally and spiritually. The postholder will uphold and actively promote the mission, ethos and values of both the school and Bishop Wilkinson Catholic Education Trust (BWCET), fulfilling all professional responsibilities in line with the School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards.

Main Duties and Responsibilities

Teaching and Learning

- Plan, prepare and deliver a broad, balanced and differentiated curriculum in line with statutory curriculum requirements and school and Trust policies.
- Maintain secure subject and curriculum knowledge, addressing misconceptions and promoting pupils' deeper understanding.
- Teach pupils according to their educational needs, including setting, marking and assessing work within the framework of school assessment and feedback policies.
- Adapt teaching to respond to the strengths and needs of all pupils, including those with SEND, disadvantaged pupils, and those with high prior attainment.
- Set high expectations for pupils' achievement and behaviour, providing a stimulating, safe and supportive learning environment.
- Assess, record and report on pupils' progress and attainment using agreed school systems to inform planning and target-setting.
- Use assessment for learning effectively to provide pupils with clear feedback and next steps to support secure progress.
- Work collaboratively with colleagues to contribute to effective team working across the school and Trust.
- Work effectively with, and deploy, support staff effectively within the classroom to maximise pupils' learning.

Pupil Support and Welfare

- Promote positive behaviour and maintain good order through well-planned teaching and consistent application of the school's behaviour policy.

- Recognise and respond appropriately to the varied needs of all pupils, including those with special educational needs and disabilities (SEND), working collaboratively with pastoral teams, support staff, and external agencies.
- Safeguard and promote the welfare of children in accordance with statutory guidance, including Keeping Children Safe in Education, and school safeguarding policies.
- Communicate effectively with parents and carers regarding pupils' progress, attainment and well-being.

Catholic Life and Ethos

- Support and promote the Catholic ethos, mission and values of the school in all aspects of teaching and professional conduct.
- Contribute to the spiritual, moral, social and cultural development of pupils, including participation in collective worship and the wider spiritual life of the school.

Professional Responsibilities

- Fulfil all professional duties as set out in the School Teachers' Pay and Conditions Document and Teachers' Standards.
- Maintain consistently high standards of personal and professional conduct, including acting with honesty and integrity, treating pupils with dignity and respect, observing proper professional boundaries, and having regard for the need to safeguard pupils' well-being.
- Build and maintain effective professional relationships with colleagues, parents/carers and external professionals in the best interests of pupils.
- Participate fully in appraisal and performance management processes, assuming responsibility for ongoing professional growth.
- Pursue continuous professional development to enrich teaching practice and subject expertise.
- Make a positive contribution to the wider life of the school, including involvement in meetings, training, open evenings, and agreed extra-curricular activities.
- Follow and actively promote school and Trust policies, including equality, health and safety, and data protection.
- Undertake supervisory duties and other reasonable duties as directed by the Headteacher.
- Act as a positive role model for pupils and colleagues, consistently promoting the mission, ethos and values of the school and Bishop Wilkinson Catholic Education Trust (BWCET).
- Teachers paid on the Upper Pay Range (UPS) are expected to demonstrate highly competent teaching practice and make a substantial and sustained contribution beyond their own classroom, including developing and leading aspects of the curriculum or subject areas, supporting the development of colleagues, contributing to whole-school improvement, and acting as a role model for effective teaching and learning in line with STPCD expectations.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

November 2026