St George's School

Canterbury Road, Colchester, Essex CO2 7RU
contact@stgeorgesschool.org
Telephone 01206 506800
Headteacher: Carl Messer BA(Ed)Hons NPQH

Example Teaching Staff Job Description 2026

Name : *A Teacher*

Organisation: **St George's School**

Job Title and Grade : **Teacher : Permanent and Full Time (Mainscale or UPR)**

Responsible to : **EYFS Phase Leader, Headteacher and Deputy Headteacher**

Responsibilities : **Teaching Nursery or Reception, leading class based support teams**

Curriculum

Your responsibility in delivering the curriculum will be to teach all core and foundation subjects of the national curriculum, religious education, and other subjects such as citizenship and personal social and health education, or of the EYFS curriculum.

You will be mainly responsible for teaching a class group of pupils, but may teach pupils in other situations as required, for example on a subject specialist basis.

General Duties

The job title of 'teacher' requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work, and the promotion of their progress and welfare. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that the workload of each teacher is managed effectively.

It is expected that you will operate in a style consistent with the agreed ethos, vision, and aims of the school. You should expect appropriately high standards of behaviour and achievement, follow day to day procedures for monitoring, recording, and assessment, and lead report writing for your class.

You will safeguard the health and safety of all persons in the school, and will supervise pupils in accordance with school policy.

- Take responsibility for the progress and learning of children determined on an annual basis by the Headteacher and in accordance with the duties listed in this document.
- Carry out the professional duties covered by the latest School Teachers' Pay and Conditions document.
- The postholder will undertake duties in line with the professional standards for qualified teachers.
- Teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school.

Particular Duties

The Conditions of Employment for Primary Teachers specify the general professional duties of all teachers. The post is subject to the Teachers Pay and Conditions Document. You will be required to be available for work under the Headteacher's direction for the 195 days, at least 5 of which will be staff development days without pupils present, and not in excess of 1265 directed hours per year (as agreed by the Governing Body), and to work in partnership with the school to ensure the effective implementation of the National Agreement.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description is therefore subject to change after consultation with the post holder to reflect the changing needs of yourself and the school. Any dispute arising from this job description may invoke the Grievance Procedure.

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Professional Duties

The following duties are those that a teacher may be required to perform satisfactorily.

Professional Standards

- To meet the professional standards for teachers as set out by the DfE.

Ethos

- To help form, maintain and support the school vision, values and aims.
- Actively support the school Elite Team Principles and organisational leadership.
- Be a beacon for equality and diversity.
- Be actively responsible for your own health, safety and wellbeing, and that or others.
- Support the school and be a positive voice of it

Teaching

- Planning and preparation of lessons in accordance with school policy.
- Provide appropriate challenge, and a high-quality climate for learning.
- Provide high quality learning activities, organisation and teaching of pupils, and provide effective feedback to meet the needs of individual students.
- Teach appropriate objectives with clearly identified outcomes.

Other Activities

- To promote the progress and well-being of individual pupils assigned to the post holder.
- Communicate and consult with the parents and carers of pupils.
- Maintain communication with relevant external organisations.
- Participate in meetings that aim to support pupils for whom they have responsibility.
- Carry out other activities at the reasonable request of the Headteacher.
- Promote and maintain excellent attitudes and standards of behaviour through positive strategies.
- Engage with school-based and external support to provide the most effective environment and strategies for developing the whole child.
- Maintain confidentiality

Assessment and reporting

- To assess progress and report achievements and future targets in accordance with school policy.
- Use assessment to inform practice and reframe learning

Performance Management

- To fully participate in the school's Performance Management Policy.
- To attend relevant training and professional development.
- To participate in arrangements to further professional practice.

Research

- To support the school's aim to raise standards by participating in school-based improvement programmes and ongoing improvement planning.
- To attend and participate in Team Meetings to improve curriculum, learning, pastoral, and organisational standards.

Carl Messer (Headteacher) Review Autumn 2026