Diocese
of Blackburn

St. John's C.E. (A) Primary School
Burnley Road, Cliviger, Burnley, BB10 4SU
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Job Description for Year 3 Class Teacher

Our school is an exciting Christian environment and great place to be, and we require a teacher who is enthusiastic, energetic and who has a great sense of humour. The successful person will be responsible for the education and welfare in our Year 3 class from 1st September 2026 and associated pastoral and administrative duties in respect of pupils in the class. In addition, general responsibilities in school, in accordance with the conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body; and to share in the corporate responsibility for the well being and discipline of all pupils in the school.
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Relationships

The post holder is required to interact on a professional level with colleagues and to seek to establish and maintain common purpose and understanding with the aim of improving the quality of learning and teaching in the school. To maintain excellent channels of communication with any members of support staff working within the class.

Subject/Area Leader

To be responsible for the oversight and development of computing and geography throughout school. If an ECT, we will provide CPD to ensure the candidate is ready to take on this subject leadership when the initial induction programme of 2 years is completed.

Main teaching duties and tasks

In consultation with the Headteacher:

- To actively and wholeheartedly support the Christian ethos of the school.
- To accept responsibility for the effective teaching and organisation of a class or groups of children as required by the Headteacher.
- To design learning programmes from the policies/schemes of work in use in school, to cater for all abilities
- To seek from pupils the highest standards in behaviour within and outside the classroom
- To create in the classroom a colourful and stimulating learning environment
- To prepare and plan work for self and pupils in order that effective learning can take place
- To assess and evaluate pupil progress in accordance with National Curriculum requirements and school policy on Assessment and Record Keeping
- To use assessments effectively to ensure teaching matches the needs of all pupils, enabling them to make appropriate progress

- To provide appropriate information as required by the DCSF, LEA, Educational Psychology Service and other schools on transfer
- If necessary, to contribute to documents relating to procedures within the school, e.g. the School Improvement Plan, SEF, policies, etc.
- To supervise the work of Teaching Assistants allocated to the class
- To contribute to the development of the curriculum by taking an active part in staff discussion, planning, evaluation and INSET, to ensure the coordination of the work of the school as a whole
- To take an active part in running or initiating extra curricular activities for pupils
- To assist in the development of strong links between school and home by meeting and cooperating with parents in both formal and informal situations, reporting to parents on children's progress when appropriate
- To undertake personal development by reading and attending relevant INSET
- To participate in creating a positive learning environment by upholding the core Christian values used by the whole school
- To liaise, when necessary, with official agencies concerned with the welfare of children and to inform the named person according to the school's Child Protection Policy.
- To participate in any Key Stage systems or meetings organised by/with senior members of staff
- Participating in arrangements made in accordance with the Performance Management Regulations 2007
- To undertake, with other members of staff, such duties as the Headteacher may deem necessary for the efficient running of the school