

**Cragside Church of England Primary School**  
**Job Description: Class Teacher**  
**Key Stage 1 or Key Stage 2**

**Aim of Post:**

To produce the highest standards of pupil achievement, ensuring all pupils develop their knowledge, understanding, skills and abilities within a secure, challenging, caring and motivating educational environment. To inspire, motivate, encourage and support all learners at Cragside.

The range of duties listed below show the duties that are required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation.

**A class teacher is expected to:**

**Teaching**

- be an outstanding, professional, role model at all times
- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children
- teach a class, or classes, groups or individual pupils
- set learning to inspire, encourage and motivate children
- demonstrate the highest expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential
- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them
- promote the social development and welfare of the pupils so that each child feels valued and enjoys learning
- ensure planning and marking and feedback is completed in line with school policy
- supervise and teach any pupils whose teacher is absent
- contribute towards the school's varied range of extra-curricular learning and activities
- demonstrate skills, creativity and knowledge to teach all aspects of the National Curriculum

**Monitoring and recording**

- monitor and assess pupils' work including the use of Target Tracker and other online learning/assessment tools
- record their development, progress and attainment
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils

**Ethos of the school**

- maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued
- make pupils aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole
- take part in the corporate life of the school for, for example, leading collective worship, attending open/parent evenings, registering the attendance of pupils and supervising pupils before and after school sessions
- form excellent teacher/learner relationships with children and foster personal qualities which reflect the caring and supportive Christian ethos of the school
- form excellent relationships with other members of our staff team. Encourage others and demonstrate a positive outlook.

**Parents**

- build and maintain a close partnership with parents
- communicate with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to development areas
- prepare for, and attend, after school consultation meetings with parents. Produce annual reports for parents in line with school policy
- provide a warm and welcoming learning environment

**Resource Management**

- maintain an attractive and stimulating classroom
- take responsibility for resources allocated to their own classroom
- contribute to displays in the school as a whole
- comply with the requirements of Health and Safety and other related legislation

**Overall policy and Professional development**

- take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines
- evaluate, review and improve their own teaching methods, materials and schemes of work
- keep up-to-date with current educational thinking and practice, both by reading and CPD
- show continuing development of teaching expertise, subject and key stage knowledge to enrich the learning experience within and beyond designated classes

**Equal Opportunities**

- help ensure that subject matter and learning resources reflect the school's policies relating to equal opportunities in respect of race, gender and special needs
- help ensure that these policies are implemented within the tasks and duties listed above

**Leadership (where appropriate)**

- share in or take responsibility for the leadership of subject or whole school area
- assist in or take responsibility for the production, evaluation and review of such whole school policies and guidelines as are appropriate to their phase and subject responsibilities

**Model of good practice**

- organise class teaching in such a way as it sets high standards for other members of staff
- contribute to the implementation of the pupils' dress code on a day to day basis. Be a positive role model for all children in all aspects of your day to day conduct

**Display**

- organise and co-ordinate displays of children's work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children's achievements
- put up whole school displays which celebrate achievement and enhance the whole school learning environment

**Monitoring**

- take an active role in moderation and scrutiny of children's work to ensure consistency
- check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning

**Resources**

- advise the Phase Leader on the requisition or purchase of appropriate books, learning materials and equipment
- advise the Phase Leader on the allocation of these resources within the curriculum
- ensure compliance in the classroom and wider learning area with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility

**Working with colleagues**

- acquaint new members of staff and visitors with school policies and guidelines
- assist such colleagues in the practical implementation of those policies
- demonstrate skills as a reflective practitioner and engage fully in peer teaching, excellence in teaching programme and outstanding teacher programme peer learning
- encourage others and demonstrate a positive outlook

**Safeguarding**

- ensure the safety and welfare of all pupils at all times. To fully implement all aspects of the school safeguarding pupils' policy
- take an active role in all safeguarding procedures and training including child protection, PREVENT, first aid, e-safety and daily safeguarding procedures
- write and evaluate risk assessments to ensure safety of all pupils in school

**Liaison and Professional Development**

- work in liaison with advisory and support services, other organisations, agencies and networks relevant to the teacher's specialism or subject, parents, governors and the local community
- participate fully and positively with the school appraisal policy and take personal responsibility for relevant CPD and keeping informed about new initiatives and research
- take part in Professional Development activities which support and develop the role in school

Carrying out any other duties to ensure the smooth running of the school which might reasonably be requested by the Head teacher.