



Cranleigh C of E Primary

Job Description: Class Teacher



Main Purpose of the Job

To provide high-quality teaching in line with the School Teachers' Pay and Conditions Document, supporting pupils' learning, progress, and well-being within the framework of the school's curriculum, assessment, and pastoral policies.

Teaching

- To deliver high-quality, inclusive teaching that meets the diverse needs of all pupils, using approaches informed by current evidence, including EEF guidance on effective pedagogy.
- To plan and prepare well-structured lessons aligned with school policies, schemes of work, and the National Curriculum, ensuring clarity of learning objectives, success criteria, and progression.
- To provide explicit instruction and model new concepts clearly, followed by guided and independent practice, with opportunities for revisiting and reinforcing prior learning.
- To use formative assessment effectively to identify misconceptions, inform teaching, and provide timely, specific feedback that moves learning forward.
- To adapt teaching appropriately, ensuring all pupils, including those with SEND and EAL—receive the support and challenge needed to make good progress.
- To promote metacognitive strategies, encouraging pupils to plan, monitor, and evaluate their own learning.
- To use a range of pedagogical strategies, including structured scaffolding and collaborative learning, tailored to pupils' age, stage, and learning context.
- To create a safe, supportive learning environment where positive behaviour is reinforced and pupils feel confident to take risks, reflect, and engage fully in their learning.
- To liaise with the SENDCo and Assistant SENDCo to ensure full implementation of the school's SEND provision and research-recommended inclusive strategies.
- To work collaboratively with colleagues and support staff, contributing to a shared understanding of high-quality teaching and learning across the school.
- To create and maintain a stimulating and purposeful classroom environment, including well-organised resources and displays that celebrate pupils' achievements and support their learning.
- To encourage pupils to take responsibility for their learning environment, resources, and behaviour, fostering independence and resilience.
- To consistently model enthusiasm for learning, inspiring curiosity and a love of learning across the curriculum.

Assessment, Recording, Reporting

- To assess, record, and report on pupils' development, progress, and attainment using a range of methods, in accordance with the requirements of the National Curriculum and the school's assessment policies.
- To maintain accurate and up-to-date records of pupils' progress and achievements, reporting in line with statutory requirements and school procedures.

Communication

- To liaise effectively and professionally with parents and carers, ensuring they are valued partners in their child's education.
- To provide and contribute to both oral and written assessments, reports, and references for individual pupils and groups, including those relating to SEND.

• To attend and participate constructively in staff meetings, INSET days, and other professional development sessions as required. • To contribute to the planning and delivery of school assemblies. • To take note of and respond to any actions or information shared in the weekly Whole Staff Briefing. • To ensure all accidents, incidents, and behavioural concerns are accurately recorded and reported in line with school policy. • To model high standards of punctuality, being present in class or on the playground to welcome pupils at the start of each teaching session. • To register pupils' attendance promptly and supervise them as required before, during, and after the school day.
Professional Development
• To participate fully in the school's appraisal and performance management processes, taking responsibility for identifying and working towards professional development objectives. • To take ownership of ongoing professional learning and career development, seeking out opportunities to enhance subject knowledge, teaching practice, and leadership skills • To engage proactively and constructively in all professional meetings, training sessions, and collaborative development opportunities. • To reflect regularly on the impact of their teaching and seek feedback to support continuous improvement. • To remain up to date with national and school-based developments in education, including curriculum and assessment changes, pedagogy, and statutory responsibilities.
Whole School Commitment
• To demonstrate a strong commitment to the full life of the school, working collaboratively with all staff to support the success of whole-school initiatives, including assemblies, displays, open evenings, and other school events. • To actively contribute to the development and implementation of school policies, with due regard to the National Curriculum and the school's ethos and values. • To share in the general responsibilities required for the day-to-day running of the school, such as playground and lunchtime duties. • To support and participate in the school's extra-curricular programme. • To engage positively with the school's involvement in the wider community. • To prioritise and promote the safety and well-being of all children at all times.
Confidentiality
During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Good Shepherd Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
Safeguarding Children & Health and Safety
Cranleigh C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, in line with current statutory guidance, including Keeping Children Safe in Education (KCSIE). It is the responsibility of every individual working in the school to uphold and actively contribute to this commitment. An enhanced Disclosure and Barring Service (DBS) check, with satisfactory clearance, is required for this post. All staff are also expected to adhere to the school's Health and Safety policy at all times. Safeguarding is everyone's responsibility at Cranleigh C of E Primary School.
Data Protection
During the course of your employment, you may have access to personal data and sensitive information. This information must be processed and protected in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.