



St Christopher's School and Nursery

Part of the Reigate Grammar Family of School

Class Teacher Full Time

St Christopher's is a successful Pre-Prep School based in Epsom. Class teachers at St Christopher's, are expected to be open and willing to teach across both the Early Years Foundation Stage and Key Stage One.

Responsible to: Headteacher, Deputy Head and Assistant Head

Job Purpose

In line with all class teachers at St Christopher's, the applicant will be expected to:

- Be based in either the Early Years or Key Stage One.
- Be an outstanding teacher who can provide irresistible learning opportunities for all children in their care.
- Ensure that all planning, preparation, recording, and assessment are carried out to a high standard.
- Be a team player who works productively and fairly alongside their year-group staff team.
- Maintain the positive ethos and values of the school, both inside and outside the classroom.
- Contribute to constructive team building amongst teaching and non-teaching staff, parents, and governors.

Duties

The class teacher will:

- Implement and adhere to school policies and guidelines.
- Plan and provide a creative and engaging curriculum, appropriately meeting the needs of all pupils, through adaptive teaching and differentiated tasks.
- Alongside their team, create medium-term and weekly planning, which is regularly reviewed.
- Plan every week, plans will be differentiated and will include challenge for all learners, plans will be evaluated to identify the next steps in children's learning.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Observe children when playing and learning to identify successes and next steps in learning.
- Provide a stimulating learning environment inside and outside, where resources can be accessed appropriately by all pupils to support and extend their learning.
- Maintain good order and discipline amongst pupils, following the school's behaviour policy.
- Communicate effectively with parents about their child's development, attainment, and progress through termly parent discussions, parents' evenings, and written reports.
- Lead and manage teaching assistants working within the year group team.
- Lead a subject for the whole school.
- Co-ordinate and implement information evenings for parents during the year.
- Support and embed new initiatives decided by the Headteacher and Senior Management Team.
- Be part of the schools' duty rotas.

- Ensure displays and role play/book corners are extended or changed regularly; at least termly.
- Regularly consult with the Senior Management Team to ensure high standards and continuity of provision at the school.
- Liaise with the Special Needs Co-ordinator or external agencies when appropriate.
- Attend out-of-hours open days, school exhibitions, and annual governor social as required.
- Join in the extra-curricular life of the school, organise an after-school club, and support parent association events.
- Participate in meetings related to the school's management, curriculum, administration, or organisation.
- Communicate and cooperate with specialists from outside agencies.
- To meet parents during parent consultation evenings and when needed during the year to discuss pupil progress or any concerns a parent may have.
- Participate in the appraisal system.
- Be in school the first 2 days prior to the first day of each term for classroom preparation and INSET, as well as during the holidays as required to ensure your classroom, planning, and preparation are ready for the start of each term.
- Undertake any other duties as may be reasonably required by the Headteacher or Governors.

Safeguarding of pupils and Duty of Care

- All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.
- All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.
- Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE (Department for Education)).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.