



## Job Description : Class Teacher (EYFS)

### Job details

**Job title:** Class teacher

**Salary:** M1 to M6

**Hours:** 35hrs /wk

**Contract type:** full time and permanent

**Reporting to:** EYFS lead / Headteacher

### This job description is written in accordance with

- The provisions of the School Teachers' Pay and Conditions Act (2014)
- Each annually updated School Teachers Pay Policy.
- Conditions set out in the Job Description in conjunction with the schools agreed "Appraisal Policy" where the Governing Body has determined the structure and procedures for the performance review of the teachers at this school
- Commitment related to the directed hours of 1265 hours as a maximum working time

### Purpose of job

- To offer all children an effective education in a stimulating environment, which provide equality of opportunity for all.
- To ensure all children make good or better progress irrespective of their starting points and backgrounds.
- To deliver a broad and balanced curriculum that complies with school expectations and schemes of work and is relevant to the age and ability of the children.
- To work in collaboration and partnership with children, parents, carers, governors, staff and LA.
- Promote the safeguarding and welfare of children within the school.

### Key responsibilities

#### ***Every Teacher is expected to enthusiastically contribute towards consistent school improvement by:***

- Enthusiastically endorsing, supporting and implementing the school vision, aims, policies and aspirations
- Working together as a team with all staff and adults working in school, giving support and guidance as necessary
- Sharing ideas, knowledge and understanding with other staff and adults, and, where necessary, planning tasks and activities together
- Attending weekly staff meetings and any additional meetings that are required to implement the School improvement priorities and the School Development Plan
- Showing a commitment to the school and its improvement by supporting the school's target setting process to enhance teaching and learning, to increase standards of achievement and increase levels of attainment
- Maintaining a professional attitude in all aspects of school life and including confidentiality regarding school matters

- Undertaking any other reasonable task when requested by the Head Teacher, or members of the Senior Leadership Team

### ***Adhere to the Teaching Standards***

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities e.g. deploy support staff effectively
- Support the development of Social, Moral, Spiritual and Cultural aspects of learning
- Support pupils in developing and 'applying a wide range of skills to great effect, in reading, writing, communication and learning' across the curriculum.

### **Assessment, Planning, Preparation, Recording and Reporting**

Every teacher is expected to:

- Thoroughly plan, differentiate and prepare work with reference to agreed whole school policies
- Plan work for, support and work effectively with Teaching Assistants and support staff
- Liaise effectively with outside agencies
- Use daily assessments to inform the next steps for children's learning e.g. questioning techniques
- Respond to children's work effectively and frequently, to move attitudes, skills, understanding and knowledge forward
- Assess, monitor, respond to and record each child's progress in relation to the National Curriculum/ Early Years Curriculum

### **Pupil Behaviour**

Every teacher is expected to:

- Be involved in a shared responsibility for the general behaviour and discipline for all children around school as set out in the Behaviour Policy and lead by example
- Liaise with parents to provide positive feedback, as well as consulting them about any concerns, so that a two way support system can be established
- Provide all children with opportunities to succeed in managing their behaviour
- Encourage an enthusiastic attitude to learning and a rigorous work ethic using Secrets to Success

### **Relationships**

Every teacher is expected to:

- Have a positive attitude towards the children and their work and to encourage the same attributes in others
- Be responsible for the inclusion and development of the individual, whole child, encouraging positive self-esteem, so that every child can recognise their own strengths and build upon them
- Foster positive relationships with colleagues, visitors and outside agencies
- Foster positive relationships with parents, through regular contact and feedback thus promoting parental interest and understanding
- To promote the work of the school in the community

## Safeguarding

Every teacher is expected to :

- Undertake all safeguarding responsibilities and reporting guidelines as defined within the school policy and procedures
- Undertake and update training as required
- Report any safeguarding concerns or issues, around children and adults, to the DSL or any of the DDSLs.

## Environment

Every teacher is expected to:

- Provide and maintain a well-organised, welcoming, stimulating, secure social and learning environment in the classroom and around school (to lead by example, as a role model for children, in taking responsibility for the environment)
- Provide a high quality environment in which children and adults can work productively, effectively and safely
- Be aware of, and report any Health and Safety issues to the Senior Leadership Team and Caretaker as necessary

## Special conditions of employment

This post is exempt from the provisions of the Rehabilitation of the Offenders Act 1974 and appointment is subject to an enhanced DBS disclosure being obtained.

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2024

**Next review date:** September 2025

**Headteacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Person Specification : Class Teacher

Criteria	Qualities
<p><b>Qualifications and experience</b></p>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful Early Years Foundation Stage teaching experience ( for Newly Qualified Teachers, successful completion of Teaching practice placements in Early Years).</li> </ul>
<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the EYFS Framework, including links to the National Curriculum. And the importance of indoor and outdoor learning.</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• A commitment to attaining the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Able to work as part of a team</li> <li>• Commitment to school improvement</li> <li>• Commitment to own Continual Professional Development</li> </ul>