

## Celtic Cross Education

### JOB DESCRIPTION

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| Job Title:                           | Nursery/EYFS Class Teacher                                                                                                                                                                                                             |
| Grade:                               | Main Pay Scale                                                                                                                                                                                                                         |
| Responsible To:                      | Head of School                                                                                                                                                                                                                         |
| Direct Supervisory Responsibility:   | None                                                                                                                                                                                                                                   |
| Indirect Supervisory Responsibility: | None                                                                                                                                                                                                                                   |
| Important Functional Relationships:  | <u>Internal</u> : All staff, CEO, Head of School, SENCO, Directors, governors, pupils,<br><u>External</u> : Parents, Cornwall Council Departments, EWO, other Schools and Colleges, suppliers of goods and services, parents, visitors |

The responsibilities of the post are to be performed in accordance with this job description in addition to the provisions of the latest edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the performance management process as relevant to their role in school.

#### **Main Purpose of Job**

- 1) To carry out professional duties and to have responsibility for an assigned class.
- 2) To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- 3) To promote the aims and objectives of the MAT and individual school and maintain its philosophy of education.

#### **Duties and Responsibilities**

- 1) To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- 2) To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.

- 3) To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- 4) To maintain good order and discipline among the pupils, safeguarding their health and safety.
- 5) To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- 6) To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- 7) To maintain the Christian distinctiveness (ethos) of the school in all areas of professional practice.
- 8) To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- 9) To prepare appropriate records for the transfer of pupils.
- 10) To ensure effective use of support staff within the classroom, including parent helpers.
- 11) To participate in staff meetings as required.
- 12) Contribute to the development and co-ordination of a particular area of the curriculum.
- 13) To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- 14) To ensure that school policies are reflected in daily practice.
- 15) To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- 16) To liaise with outside agencies when appropriate eg. Educational Psychologist.
- 17) To continue professional development, maintaining a portfolio of training undertaken.
- 18) To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- 19) To support the Headteacher in promoting the ethos of the school and the Multi- Academy Trust.
- 20) To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- 21) To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- 22) To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- 23) Any other duties reasonably requested of you by the Head Teacher or your Line Manager.

This is not intended to be an exhaustive list of duties.

#### Other

- 1) Play a full part in the life of the MAT community, supporting its vision, values and aims, encouraging staff to follow this example.
- 2) Responsibility for own continued professional development.
- 3) Ensure confidentiality and to work within the school's policy for data protection procedures.
- 4) Comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- 5) Follow the guidelines on 'Working Together to safeguard children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- 6) Support and assist the MAT teams on a range of project and initiatives – the postholder may, from time to time, be required to carry out other duties provided they are within the general level

#### PERSON SPECIFICATION

**Job Title:** Nursery/EYFS Class Teacher

**Grade:** Main Pay Scale

**Department:** School based

| ATTRIBUTES                           | ESSENTIAL                                                                    | DESIRABLE                                   | HOW IDENTIFIED                      |
|--------------------------------------|------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------|
| <u>Qualifications and Experience</u> | <p>Qualified teacher status.</p> <p>A committed and dynamic teacher with</p> | <p>Experience working with Early Years.</p> | <p>Application form/ Interview.</p> |

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|                                    | <p>the ability to achieve high quality outcomes in the classroom.</p> <p>A commitment to improving standards and ensuring all learners are achieving their best.</p>                                                                                                                                                                          |                                                                                                                                                                      |                              |
| <b><u>Knowledge</u></b>            | <p>A sound knowledge of the primary curriculum and current assessment arrangements.</p> <p>An up to date knowledge of a range of teaching strategies and how to implement them effectively.</p> <p>An understanding of what constitutes an outstanding school.</p> <p>A commitment to safeguarding</p>                                        | <p>Knowledge of areas within the curriculum relating to Early Years.</p> <p>Knowledge of how local and national statistics can be used to evaluate teaching</p>      | Application form/ Interview. |
| <b><u>Skills and abilities</u></b> | <p>High expectations of children's learning and behavior.</p> <p>Make teaching, learning and the curriculum creative, personalised and fun.</p> <p>Ability to prepare and plan lessons and adapt teaching following day to day assessment.</p> <p>Effective time management.</p> <p>Confident in using a range of IT software and devices</p> | <p>A willingness to learn and continue to strive for excellence.</p> <p>Support for an enriched curriculum through out-of-hours learning and educational visits.</p> | Interview.                   |

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| <u>Any Additional Factors</u> | <p>An endless supply of energy and enthusiasm.</p> <p>An excellent role model to staff and children.</p> <p>Committed to working in partnership with all Academy stakeholders.</p> <p>Genuine passion and belief in the potential of every child.</p> <p>When all else fails, maintain a good sense of humour.</p> | <p>The ability to inspire and motivate our staff and pupils both within and beyond the classroom.</p> | <p>Interview.</p> |
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