



The Woodlands Community Primary School



Classroom Teacher Job Description

POST: Early Years Classroom Teacher
GRADE: Main scale
SALARY: M1-6
LOCATION The Woodlands Primary School
POSTS/DURATION Early Years Class Teacher (0.4 FTE) Permanent
To start September 2021

REPORTING RELATIONSHIPS

Responsible to: Head Teacher
Deputy Head Teacher

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

GENERAL DESCRIPTION OF ACTIVITIES/FUNCTIONS OF SERVICE AREA

This job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48-50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

The job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

AREAS OF RESPONSIBILITY AND KEY TASKS

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide an attractive, well-ordered and stimulating environment in which children can learn
- Ensure that there is a safe working and learning environment in which risks are properly assessed
- Select and make effective use of textbooks, strategies, ICT and other learning resources which enable objectives to be met

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught
- Set appropriate and demanding expectations for pupils' learning and motivation

- Set clear targets for pupils' learning, building on prior attainment
- Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support
- Implement and keep records on Individual Education Plans (IEPs)

Assessment and Evaluation

- Implement and embed Assessment for Learning principles in daily practice
- Assess how well learning objectives have been achieved and use this assessment for future teaching
- Use individual pupil tracking systems to monitor progress
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress
- Understand the demands on pupils in relation to the Curriculum

Relationships with Parents and the Wider Community

- Prepare and present informative verbal reports to parents
- Prepare and present informative written reports to parents on an annual basis
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context
- Liaise with agencies responsible for pupils' welfare
- Liaise effectively with parents and governors

Manage Own Performance and Development

- Set a good example through presentation and personal/professional conduct
- Take responsibility for own professional development and keep up to date with research and developments in pedagogy
- Share corporate responsibility for the implementation of school policies and practices
- Evaluate own teaching critically and use this to improve effectiveness
- Take on any additional responsibilities which may from time to time be determined
- Maintain the ethos of our Church of England School by encouraging good discipline, respect within the classroom and throughout the school
- Contribute to the corporate life of the school through effective participation in meetings and management systems

Managing Staff and Other Adults

- Establish effective working relationships with professional colleagues
- Manage and guide classroom assistants and volunteer helpers within the class and school setting In addition you are required to undertake the following responsibilities (after completion of NQT year):
 - To be responsible for the management, implementation and evaluation of a subject/development area within the school.
 - To be prepared to lead staff meetings to discuss these areas of responsibility and support other meetings where necessary.
 - To liaise with other schools and agencies.
 - To keep up to date with educational development in the areas of responsibility

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.



Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Community Academies Trust supports Equal Opportunities Employment.

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The content of this job description and person specification will be reviewed on an annual basis in line with the Children and Lifelong Learning Directorate’s training and development review policy.