



**Hill View Primary School**  
The best in everyone™  
Part of United Learning



### **Job Description for Class Teacher**

Job Title:	Early Years Class Teacher
Work Location:	Hill View School
Reports To:	Executive Principal, Head of School and Governors

#### **Job Purpose:**

- To be an exceptional practitioner ensuring high standards of teaching and learning in EYFS.
- To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers' Pay and Conditions Document as directed by the Headteacher or Executive Principal.

#### **Professional Responsibilities**

- To align to the Core EYFS vision, with creativity and high standards at its heart.
- To be an exceptional teacher for EYFS displaying expertise in a range of creative teaching methodologies to address pupils' early learning styles.
- To be visionary and creative in the implementation of high standards and active learning across the Early Years curriculum.
- To ensure high quality and effective assessment of pupils across the Early Years and through the completion of the Early Years Foundation Stage profile.
- To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.
- To coordinate and evaluate continuity and progression across Nursery and Reception through shared practice and focused classroom observations.
- To embrace and support change positively in line with the School Improvement plan.
- To support all EYFS/Key Stage 1 staff have an understanding of the EYFS curriculum and implement strategies to regularly track value added across Early Years and monitor standards to inform school review.
- To build capacity for self-evaluation and developmental priorities and strategically plan improvements in Early Years practice.
- To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
- To be reflective when displaying professionalism and commitment to all areas of school life.
- To be a Key Worker in the collection and sharing of moderated assessment
- To inspire children to become active participants and independent learners.
- To ensure the learning agenda is shared creatively with the children.
- To be enthusiastic about initiating and trialling new teaching and learning methodology and establish the new EYFS framework.
- To ensure regular formative and summative observations are made of each pupil in the class to monitor and maximise performance in relation to developmental bands.
- To implement new initiatives with clarity and commitment and display flexibility towards curriculum changes.
- To provide a stimulating, secure and safe learning environment, both inside and out for the pupils, where children's work is well-displayed, and pupils can interact with their child chosen learning opportunities.
- To be responsible for discipline in the classroom and in other areas of the school as appropriate and to exercise pastoral care over the class.
- To be committed to parental and community involvement and to the whole life of the school.
- To ensure high standards in all aspects of school life and work by setting high expectations for our children.

- To be prepared to undertake further professional development, be reflective in their practice and participate in school review procedures.
- To be committed to personal staff development and training.
- To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
- To create an inspiring and professional work environment consistent with the school's values and aspirations.
- Use national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Inform and report to colleagues, Governors and parents about that area of the curriculum.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.
- Support and manage Teaching Assistants in the Early Years.
- Ensure effective communication with all colleagues (teaching and support staff).

#### **General Duties:**

- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues, partnership schools and parents relative to the above duties.
- To be aware of their responsibility for data protection, acting in accordance with the Data protection Act 1984 for the security, accuracy and significance of personal data.
- Protection, Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of Hill View School.
- To help implement school quality procedures and to adhere to those;
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools;
- To attend 'directed time' meetings;
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- To apply the behaviour and relationships systems so that effective learning can take place.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### **Communications:**

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the School's policies & procedures.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified not mentioned in the above.
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed.

#### **Performance Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development;
- To continue personal development in the relevant areas, including subject knowledge and teaching methods;
- To actively engage in the Performance Development Review process.

#### **Knowledge, Skills & Experience**

- To prepare and update subject materials;
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To contribute towards the development of a curriculum subject or area of responsibility once settled within the

school.

**Pupil Outcomes**

- To maintain appropriate records and to provide relevant, accurate and up to date information for our MIS, registers etc.
- To complete the relevant documentation to assist in the tracking of pupils;
- To track pupil progress and use information to inform teaching and learning.

**Resources and Accommodation**

- To ensure the effective/efficient deployment of classroom support;
- To contribute to the process of the ordering and allocation of equipment and materials;
- To assist others within the curriculum area to identify resource needs and to contribute to the efficient/effective use of physical resources;
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, curriculum area and the students;
- To report anything unsafe.

*This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder. Every member of staff at Hill View School has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact. We are an inclusive school and strive to be a learning, caring and thriving institution.*

**We take the safeguarding of students and staff seriously at Hill View School. All staff are expected to support this ethos.**

<b>Signed –:</b>	<b>Date:</b>
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**Person Specification for EYFS Class Teacher**

Criteria	Essential (E) Desirable (D)	Evident in application (A) and/or Interview (I)
<b>Qualifications</b>		
• Qualified Teacher Status	E	A
• Degree or the equivalent	E	A
• Evidence of additional further educational qualifications	D	A
<b>Experience</b>		
• Experience of teaching in a primary school	E	A
• Experience of action research in the workplace leading to impact on pupils/staff performance	D	A/I
<b>Knowledge and Skills</b>		
• Positive, enthusiastic and hard working	E	A
• Good subject knowledge of the primary curriculum	E	A/I
• Experience of a robust assessment procedure and confidence analysing data	E	A
• Confident use of IT	E	A/I
<b>Personal Competence and Qualities</b>		
• Excellent QFT classroom practitioner.	E	A
• Energy and enthusiasm	E	I
• Positive, enthusiastic and hard working	E	A
• Ability to work as part of a team.	E	A/I
• Commitment to equality of opportunity	E	A/I
• Commitment to the promotion of children's rights	E	A/I
• Self-motivated with the ability to work independently.	E	A
• Good standard of written and oral communication	E	A/I
• Adaptability to changing circumstances & ideas.	E	A/I
• Reliability and integrity	E	A/I
<b>Motivation and Expectations</b>		
• To be up to date with current thinking in education	E	I
• To have a desire to develop a career looking towards further promotion.	E	I
• Commitment to professional development of self and others	E	I