

HOLGATE & NURSERY PRIMARY SCHOOL
Class Teacher



**JOB DESCRIPTION RELATING TO THE WORKING PRACTICE OF A CLASS TEACHER
INCLUDING A SUBJECT / ASPECT OF SCHOOL LEADER ROLE (IF NOT AN NQT)**

(This does not form part of the contract of employment)

Reporting to: Head of School

Salary Range: M1 to M6

Duties – General:

- to work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- to help to raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating successes.
- to liaise effectively with parents, external agencies and Governors.
- to carry out the general and specific professional duties as set out in the current 'school teachers' pay and conditions document' and teachers standards.
- to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Areas of responsibility and key tasks:

A. Planning, teaching and class management, to:

Teach allocated pupils within the school through appropriate planning to achieve progression of learning by:

- identifying clear age appropriate teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest and engagement
- having appropriately high expectations for different pupils
- setting clear targets, building on prior attainment
- identifying SEN or more able pupils and providing for these appropriately
- provide clear structures for lessons maintaining pace, motivation and good levels of challenge
- make effective use of assessment and ensure adequate coverage of programmes of study
- ensure your provision makes the best use of available time
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:

- i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, addressing errors and misconceptions as required
- create and maintain a high quality learning environment that is accessible to all pupils and supports them in making better progress
- select appropriate learning resources and develop study skills through active research opportunities both in and out of school hours
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate your own teaching critically to improve effectiveness
- work within the national standards for teachers and demonstrate ability within these commensurate to your pay and experience

Additional standards for EYFS if applicable-

- take account of pupils' needs by providing structured learning opportunities which securely develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encourage young pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- use a variety of suitable teaching and ongoing assessment strategies which effectively combine opportunities for planned adult intervention, first-hand child initiated experiences and promote play and talk as a vehicle for learning
- manage parents and other adults within the setting

B. Monitoring, assessment, recording, reporting - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

C. Other professional requirements - to:

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations

- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors
- promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

D. Strategic direction and development of a subject / aspect if not NQT *with the support of, and under the direction of, the Head of School and leadership team to:*

- develop and implement policy and practice which reflect the school's commitment to high achievement for an agreed subject / aspect lead
- motivate and support other staff and encourage a shared understanding of the contribution the subject / aspect can make to aspects of pupils' lives
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils for your subject / aspect lead
- develop plans for this subject / aspect which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school improvement planning
- monitor progress of this across the school and evaluate the impact on teaching and learning provision by working alongside colleagues analysing work and outcomes

Teaching and learning - to:

- use your own practice as an example of high quality teaching and learning in your subject / aspect lead
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed age appropriate scheme of work, developed in line with the school improvement plan
- establish clear targets for achievement in your subject / aspect lead and evaluate progress through the use of appropriate assessments and records and regular analysis of this data
- evaluate the teaching of this subject / aspect by carrying out a range of appropriate monitoring activities and take appropriate action to improve the quality of teaching where necessary

- develop effective links with the local community including parent, business and industry
- ensure that teachers are aware of the implications of equality of opportunity which the subject / aspect raises

Leading and managing staff - to:

- enable all teachers to achieve expertise in teaching the subject /aspect you lead through example, support and by leading or providing high quality professional development opportunities
- ensure the head of school, S.L.T. and governors are well informed about policies, plans, priorities and targets for the subject /aspect, and that these are properly incorporated into school improvement planning where appropriate

Effective deployment of resources - to:

- support the head of school by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources, and efficiently managing expenditure for the subject /aspect
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to your subject / aspect lead
- support the head of school by maintaining efficient and effective management of expenditure for this subject / aspect
- help colleagues to create a stimulating learning environment to enhance the teaching and learning of the subject /aspect

E. General

- be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information
- have responsibility for the safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with
- demonstrate the ability to fulfill all spoken aspects of the role with confidence and accuracy through the use of English language
- undertake any other duties as required

F. Health and Safety

- be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- co-operate with the employer on all issues to do with Health, Safety and Welfare

G. Continuing Professional Development – Personal:

- undertake any professional development necessary as identified in SIP.
- support other staff in any coaching arrangements or activities which promote and expand

professional development within the school.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head of School who may involve officers of the Education Department as appropriate. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Signed Date

PERSON SPECIFICATION

SCHOOL: Holgate Primary & Nursery School



POST TITLE: EYFS Class Teacher

DATE: May 2025

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education & Qualifications	Qualified Teacher Status.	- Evidence of continuous INSET and commitment to further professional development. - Training linked to Early Years Foundation Stage.	Application form / documentary evidence.
Knowledge & Experience	- Successful recent teaching experience within Early Years Foundation Stage. - Experience of working with parents and carers. - Experience of working as a member of a team. - Experience of working with outside agencies. - Able to use ICT skills effectively for themselves and for teaching. - Understanding of Assessment for Learning and its use to raise standards. - Knowledge and Understanding of the Early Years Curriculum. - Knowledge and understanding of assessment procedures.	- Ability to make use of appropriate data to analyse the performance of pupils and set targets. - Willingness to teach across the Primary age range. - Knowledge and understanding of the whole Primary curriculum. - Knowledge and understanding of assessment procedures including: - monitoring, evaluating and recording individual children's records to be used for target setting and tracking.	- Application form. - References. - Interview.

	• Knowledge and experience of planning, organising and delivering an appropriate curriculum.	• Knowledge and experience of planning, organising and delivering an appropriate curriculum for the full Primary age range.	
Skill & Abilities	• Ability to work with staff as individuals and as a team. • Ability to develop and maintain good professional relationships within and across schools. • Ability to demonstrate good organisation and communication skills. • Ability to deliver well planned and effective teaching. • Ability to raise standards of achievement and attainment for all pupils. • Ability to encourage independent learning.	• To have the ability to contribute positively to curriculum developments. • Ability to be a good role model with high standards. • Ability to motivate others.	• Application form. • References. • Interview.
Personal Qualities	• Self-motivated and hard working. • Able to initiate ideas and put into practice. • Have a commitment to personal development. • A sense of humour and the ability to make learning fun.		• Application form. • References. • Interview.
Suitability to work with children	• A clear record of employment that can be checked. • Reference details from last educational employer. • This post requires and enhanced DBS check.	• Evidence of up to date Safeguarding training.	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be taken up before interview and successful candidates will need to undertake an enhanced DBS check.