

Sir Robert Hitcham CEVAP School, Debenham

JOB DESCRIPTION

EARLY YEARS CLASS TEACHER

Salary Scale: Main scale M1-M6

Reporting to: Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the School's articles of government.

Core Purpose of the Post

To be responsible for achieving the highest possible standards within the class, to promote and safeguard the welfare for all pupils, and to have regard for the ethos and practices of the School.

Teaching and Learning, including the Progress and Achievement of Students

In each case having regard to the School curriculum, working in line with School policies to ensure that all pupils are challenged.

- Plan and prepare engaging and challenging lessons, making effective use of assessment information.
- Teach, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in School and elsewhere.
- Regularly review effectiveness of teaching and programmes of work.
- Assess, record and report on the development, progress and attainment of pupils.
- Set clear and aspirational targets to bring about sustained progress and high quality learning outcomes.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain, via the pupil assessment management system, a record of pupil data in a timely manner.
- Participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations, and recording and reporting such assessments. Conduct examinations in line with current guidance.

Personal Development, Safety and Welfare of Pupils

Class teachers are responsible for the general progress and well-being of individual pupils and of any class or group of pupils assigned to them, including intellectually, emotionally, physically and spiritually.

- Pro-actively work to safeguard children.
- Make records of and reports on the personal and social needs of pupils.
- Communicate and consult with the parents or carers of pupils either verbally or via written reports, as well as through parent consultation evenings, in line with School policy.
- Communicate and co-operate with persons or organisations outside the School.
- Undertake playground duty and with due regard to the value of play and of safety.
- Maintain good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;

Efficient and Effective Deployment of Staff and Resources

- Direct the use of support staff and class volunteers to best effect.
- Use PPA time effectively.
- Participate in administrative and organisational tasks related to such duties as are described in job description.
- Manage a budget area with prudence and in line with the requirements of the curriculum, the class and the School Improvement Plan.

Performance Management and Professional Development

- Actively participate in arrangements for own Performance Management.
- Participate in arrangements for further training and professional development as a teacher, including undertaking training and professional development, which aim to meet needs identified in performance management objectives or statements.
- Actively participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Leadership and Management

All class teachers (other than ECTs) lead a subject area.

- Fulfil the requirements of a subject leader in line with the job description for leaders of foundation or core subject areas.

Ethos and Culture

- Promote an ethos and culture that promotes high expectations for all pupils, in line with achieving the aims of the School.
- Facilitate, within the whole School, behaviours that support and contribute towards developing the values of the School.
- Work in line with agreed School policies

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.

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PERSON SPECIFICATION

EARLY YEARS CLASS TEACHER

ESSENTIAL

Qualifications and Training

- Qualified Teacher Status

Experience and Skills

- Recent experience of successful teaching within EYFS, including the teaching of Phonics.
- Ability to plan stimulating and creative lessons that challenge and enable all pupils to make progress.
- Creative and organisational skills to ensure that the classroom environment is safe and promotes and celebrates learning.
- Successful experience of enabling pupils to develop as independent, confident and reflective learners.
- Experience of using observations and assessment to identify next steps in learning.
- Excellent written and oral communication skills and the ability to communicate effectively with children, colleagues and parents.
- Excellent positive behaviour management skills and ability to support pupils who may have social, emotional or behavioural needs.

Knowledge

- Knowledge of the National Curriculum in EYFS.
- Knowledge of effective teaching of Phonics and the development of early reading.
- A secure knowledge and understanding of safeguarding procedures and practices.

Whole School Responsibilities

- Ability to proactively work in line with School policies and procedures.
- An understanding of the role that school improvement plays in promoting pupil progress and a class teacher's responsibility within this.

Personal Attributes

- The ability to deal calmly, sensitively and effectively with pupils, parents and colleagues.
- The ability to provide the right level of nurture and challenge to enable pupils to make the transition between the Early Years curriculum and the demands of learning in Year 1.
- The ability to work effectively as part of a team and independently using initiative successfully.
- Commitment, enthusiasm and energy for the job; capacity for hard work and the ability to work flexibly.
- A commitment to inclusive education.
- A commitment to professional development and accountability for own performance.
- The ability to act as an ambassador for the School in the wider community through, for example, extra-curricular activities or working in collaboration with other schools.