



## Early Years Class Teacher – Job Description

Title	Class Teacher – Early Years
Salary grade	TMS
Responsible to	<p>The class teacher is responsible to:</p> <ul style="list-style-type: none"> <li>the Headteacher in all matters and the designated person in the Headteacher's absence;</li> <li>the school leadership/senior management team in respect of curriculum and pastoral matters.</li> </ul>
<p>All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current DFE 'School Teacher's Pay and Conditions' document (DFE 00537-2104) and the 'Teacher's Standards' (2014).</p> <p>'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical: forge positive professional relationships: and work with parents in the best interests of their pupils' (Teachers Standards 2014)</p>	
Main job purpose	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;</li> <li>implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area for EYFS;</li> <li>facilitate, monitor and support the overall progress and development of EYFS pupils;</li> <li>contribute to raising standards of pupil attainment;</li> <li>share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;</li> <li>maintain the positive ethos and core values of the school, both inside and outside the classroom;</li> <li>contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.</li> </ul>
Duties and responsibilities	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>implement agreed school policies and guidelines;</li> <li>support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;</li> <li>plan appropriately to meet the needs of all pupils, through differentiation of tasks;</li> <li>be able to set clear targets, based on prior attainment, for pupils' learning;</li> <li>provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;</li> </ul>

	<ul style="list-style-type: none"> <li>• keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;</li> <li>• report to the headteacher, senior management and parents on the development, progress and attainment of pupils;</li> <li>• maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; maintain the school's ethos when talking to children and dealing with issues.</li> <li>• take part in and contribute to meetings; cooperate with and, where appropriate, advise the headteacher and other colleagues in the review, development and management of a subject in the school;</li> <li>• plan for, organise and direct the work of support staff within the classroom;</li> <li>• participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants where necessary;</li> <li>• communicate and co-operate with specialists from outside agencies;</li> </ul>
Subject Leader duties and responsibilities	<ul style="list-style-type: none"> <li>• assist in the development of appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in the agreed subject areas preparing a subject action plan to aid school improvement;</li> <li>• monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school and keep appropriate records of monitoring activities;</li> <li>• keep up to date in the agreed subject areas through research, CPD etc in order to develop own expertise and that of others;</li> <li>• act as a consultant to other staff, including the headteacher;</li> <li>• produce, in consultation with colleagues, written subject policies and guidance and lead staff in the discussion of subject policy and guidance;</li> <li>• oversee the effective deployment of curriculum resources and equipment in the agreed curriculum areas;</li> <li>• ensure 'Best Value' in the procurement of resources in the agreed curriculum areas;</li> <li>• ensure legal compliance with statutory curriculum guidance;</li> <li>• coach colleagues to ensure good practice in the agreed curriculum areas;</li> <li>• engage fully with colleagues from other schools in the Network 10 school to school support systems and practices;</li> <li>• create and maintain positive relationships with staff, parents and Governors;</li> <li>• set a good example to the pupils you teach through your presentation, personal and professional conduct;</li> <li>• have a working knowledge of the teacher's professional duties as set out in the current School Teachers' Pay and Conditions document.</li> </ul> <p>Undertake other duties as the Head Teacher may reasonably direct.</p>



## Person Specification Early Years Class Teacher

Job Title: Early Years Class Teacher	Grade: TMS
	Job Requirements
Qualifications / Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Able to demonstrate high quality, effective classroom practice.</li> <li>• Evidence of CPD relating to the Renewed Framework</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• The National Curriculum and the Primary strategy</li> <li>• The application of ICT to support Teaching and Learning</li> <li>• Understanding of the use of assessment strategies to inform teaching including APP and Assessment for Learning</li> <li>• What is effective teaching and learning</li> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies)</li> <li>• Planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils' progress</li> <li>• Development Matters in Early Years Foundation Stage and statutory framework for the Early Years Foundation Stage.</li> <li>•</li> </ul>
Personal Skills & Attributes	<ul style="list-style-type: none"> <li>• Creative and enthusiastic</li> <li>• Approachable and empathetic</li> <li>• Organised and resourceful</li> <li>• Motivation</li> <li>• Knowledgeable and highly competent</li> <li>• Able to contribute to the extracurricular provision</li> <li>• Able to work collaboratively within a team</li> <li>• Professionalism</li> <li>• Commitment</li> <li>• Ability to act as a positive role model to children</li> <li>• Ability to communicate clearly and effectively with children</li> <li>• Promote the school's aims positively, and use effective strategies to enhance motivation and morale</li> <li>• Create a positive, challenging and effective learning environment</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Recent experience with EYFS and or KS1 children</li> <li>• Ability to teach NC to a 'good' standard</li> <li>• Experience of working in a team to plan and teach</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Appreciation of the need to establish close relationships with children, staff, parents and governors</li> <li>• Evidence of commitment to the involvement of parents in the work of the school</li> </ul>
Application & References	<ul style="list-style-type: none"> <li>• Clear and well-presented application</li> <li>• Able to demonstrate effective classroom practice</li> <li>• Two unreserved references regarding their classroom practice</li> <li>• Shows enthusiasm at interview</li> <li>• Is articulate and persuasive at interview</li> </ul>
Special Requirements	<p>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DRB Disclosure will be required prior to appointment.</p>

Updated April 23