



**Job Description**

<b>Job Title</b>	<b>Early Years Class Teacher</b>
<b>Grade</b>	Main Scale
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Headteacher, Deputy Headteacher, Senior Leadership Team (SLT), SEN Co-Ordinator, Pupils, Parents, Trust Director, Learning Support Assistants and Midday Assistants.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To take responsibility for the education and welfare of the Early Years children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of any statutory and recommended frameworks including the National Curriculum, local authority and school policies.</li> <li>• Be responsible for the learning and achievement of all pupils in Early Years ensuring equality of opportunity for all.</li> <li>• Be responsible and accountable for achieving the highest possible standards in work and conduct.</li> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li> <li>• Work proactively and effectively in collaboration and partnership with pupils, parents / carers, Headteacher, Line Manager, members of the SLT, other staff and external agencies in the best interests of pupils.</li> <li>• Ensure the smooth transition between Nursery and Reception and Reception to Year 1.</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school.</li> </ul>
<b>Duties</b>	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To teach all areas of the Foundation Stage curriculum.</li> <li>• To plan lessons and sequences of lessons to meet pupils' individual learning needs.</li> <li>• To use a range of appropriate strategies and follow school policies for teaching, behaviour and classroom management.</li> <li>• To ensure that you safeguard and promote the welfare of pupils in the school.</li> <li>• To support the development of your pupils' basic skills, including physical coordination, speech and communication.</li> <li>• Assist with the development your pupil's personal, social and language abilities.</li> <li>• To observe, assess and monitor the progress of pupils.</li> <li>• To ensure that, as a result of your teaching, your pupils make progress as good as or better than similar pupils nationally and in the school.</li> <li>• To take responsibility for your own professional development and use the outcomes to improve your teaching and your pupils' learning.</li> </ul>

- To make an active contribution to the policies, aspirations and plans of your year group, of your curriculum area and of the school.
- To contribute to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and marking and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.
- To plan, prepare and assess lessons in line with school policies and schemes of work.
- To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.
- To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- To mark work and provide feedback (including homework in accordance with the School's Homework Policy) to pupils and parents / carers in line with the School Marking and Feedback Policy.
- To keep up-to-date assessments on the development, progress and attainment of pupils, recording and reporting these assessments in line with the school's Assessment Policy.
- To administer assessment tasks and tests in line with school policy.

#### **Other Activities**

- To promote the positive ethos and culture of the school to other staff, Trust Directors, parents, children and members of the wider community.
- To contribute to and support the overall ethos, work and aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- To be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- To promote the general progress and wellbeing of individual pupils throughout the school.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the SEN Coordinator.
- To keep records and make reports on the personal and social needs of pupils.
- To communicate and co-operate with other agencies to support the educational, development / general progress and wellbeing of individual pupils and to participate in meetings arranged for any

purposes described above including One Plan Meetings.

- To inform the SLT and SEN Coordinator immediately of any concerns regarding a pupil's welfare.
- To communicate and consult with parents / carers of pupils and provide an accurate written annual report for parents.
- To maintain good order and discipline throughout the school, in line with the school's behaviour policy.
- To safeguard every pupil's health, safety and wellbeing in line with school policies.
- To participate in professional development meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- To attend assemblies, when requested by the Headteacher and SLT team.
- To register pupils at the start of the school day and after the lunch break.
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher.

#### **Management**

- To plan, manage and organise the work of other adults (TAs, LSAs) assigned to the classroom in order to have a positive impact on pupil progress.
- To ensure that other adults assigned to the classroom meet all of the responsibilities as set out in their job descriptions, in a timely and effective manner.
- To liaise with employee line manager to ensure support and alignment to performance management objectives.

#### **Training and Development**

- To review and evaluate the teaching methods and schemes of work.
- To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management reviews in line with school policy.

<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> <p>The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the teacher's contract.</p>
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