



Job Description and Person Specification

St. Leonard's C of E (A) Primary School			
Post Title	Grade	TLR	Date
Class Teacher Early Years	M3-M6	N/A	1.9.25

Reporting Relationships

Starting Date: 1st September 2025

Title of Post: Early Years Class teacher

Salary Grade: M3-M6

Person to whom teacher is responsible: Mrs K Cullen- HeadTeacher

This job description forms the basic structure of the school's job descriptions.

Priorities for the year will be negotiated and highlighted as part of the performance management review.

School Purpose and Values

Our vision is to be an Outstanding church school, guided by God, where learning is irresistible, achievement for all is high and our pupils leave us as successful learning, happy confident individuals and caring, responsible citizens excited by challenge change and possibility.

Statement of Purpose

- The teacher will:
- teach a class of pupils mixed aged pupils (Nursery and Reception) and ensure that planning, preparation, recording, assessment and reporting meets their varying learning and social needs and ensures good progress;
- implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate;
- monitor and support the overall progress and development of pupils;
- contribute to raising standards of pupil attainment;
- share and support the school's responsibility to provide and monitor opportunities for personal, social and cultural growth and enjoyment;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

Key Responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time

without changing either the level of responsibility or the financial remuneration associated with this post.

The teacher will:

- contribute actively to the achievement of the school's development plan and its implementation.
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and contribute to the achievement of the school development plan and its implementation;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment (assessment for learning) into weekly and termly planning;
- report to the Headteacher, senior management and parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst all pupils, in accordance with the school's behaviour policy;
- provide a positive role model, demonstrating clear verbal communication and articulation, empathy, respect and consideration.
- 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;
- communicate and co-operate with specialists from outside agencies;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance;
- identify the links between their own performance targets and their pupil's progress taking responsibility for proactive CPD.
- meet the national standards for Qualified Teacher Status and be subject to the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document.
- To have a commitment to personal welfare and safeguarding of children.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- To be committed to safeguarding and promoting the welfare of children and young people.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.
- Undertake suitable risk assessments
- Act as a first aider for pupils.

Subject Coordinator (not applicable to NQTs initially)

- Develop, implement and review policy for your subject(s)
- Develop, implement and review the impact of a subject leader action plan
- Ensure long term plan is updated and implemented effectively across the school
- Data analysis- overview of whole school standards and report findings to the Headteacher and feedback to colleagues.
- Monitoring of teaching and learning for your subject (for example-lesson observations, book work scrutinies, pupil interviews etc)
- Use expertise to support colleagues and provide/arrange training where necessary.
- Audit and update resources when required.
- Produce and review risk assessments

Note:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy.

Person Specification

	Essential	Desirable	Measured by
Qualifications	QTS	Continuous professional development. Post graduate qualifications Any other qualifications that would support the position e.g. first aid	Application
Experience	Experience of good/outstanding teaching within Early Years. Working effectively as a member of a team Working in partnership with parents	Experience of working in a church school. Experience of working in a small school Teaching across the whole primary age range. Subject leadership experience. Providing extracurricular clubs	Application and Interview
Knowledge and Understanding	The Class Teacher should have knowledge and understanding of: - What high quality Teaching and Learning looks like - National Curriculum expectations - providing effective teaching and learning adapted to meet the needs of all children. - Good/Outstanding pupil progress and outcomes. - Building effective relationships with children, parents and other staff. - The monitoring, assessment, recording and reporting of pupils' progress - Understanding of accounting for progress and attainment at 'progress meetings' - Assessing and tracking pupils progress - The statutory requirements of legislation and own requirements to adhere to Equal Opportunities, Health & Safety, SEN and safeguarding	Coordination of a National curriculum subject area Knowledge and understanding of the SIAMS inspection process. Subject specialism/ preferences	Interview and Lesson observation

Skills	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> -Embed Christian values across the curriculum - Demonstrate clear evidence of teaching consistently to a 'good' or 'outstanding' standard -Effectively communicate with parents and other stake holders - Develop good personal relationships within a team; - have high expectations of all pupils and promote a thirst for learning -Create an inviting learning environment - Good organisational skills - Ability to promote excellent behaviour for learning 	<p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> - Demonstrate clear evidence of consistently teaching to an 'outstanding' standard - Develop strategies for creating community links - Deliver exciting worship opportunities - Deliver presentations to parents in order to develop support for children. 	<p>Interview and Lesson observation</p>
Personal characteristics	<ul style="list-style-type: none"> -Always puts children first and strives for the best possible opportunities for all children -Promote and uphold the school ethos - High expectations of self and others - Creative and enthusiastic -Reflective practitioner who always strives to be the best that they can be - Calm under pressure - Well-organised and able to prioritise - Has a good sense of humour 	<ul style="list-style-type: none"> - Willingness to contribute to the wider life of the school 	