

# Job description: primary classroom teacher KS1 and EYFS unit

## Job details

**Salary:** M3 - UPS1 (depending on experience)

**Hours:** 37

**Contract type:** full-time, fixed term for 1 year initially

Federation contract - based at St Helena's initially but some duties may be required across the federation. Some time may be required at St Barnabas.

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

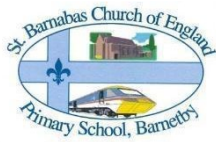
## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons for both KS1 and EYFS, following the school's plans, curriculum and schemes of work, and working in partnership with others in the federation as part of planning teams
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Oversee the provision and progress of pupils in EYFS (Nursery and Foundation included)
- Plan, teach and assess children in KS1 and EYFS (including nursery) across the week, ensuring timetable and staff deployment is effective and efficient across the week, allowing time for teaching in both EYFS and KS1

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school and across the wider federation
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach



- Work across the federation to support and develop relationships with colleagues
- Lead a subject across the federation, developing the teaching and learning for all

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Conduct dynamic risk assessments for both indoor and outdoor areas, ensuring that provision areas are in a good state of repair and that the conditions are safe for all pupils

## **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

## **Communication**

- Communicate effectively with pupils, parents and carers
- Use the school systems for EYFS communications with parents

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Contribute to federation planning team meetings, ensuring the planning and progression is seen in all areas across the federation
- Work closely with others within the unit to ensure communication is effective for all

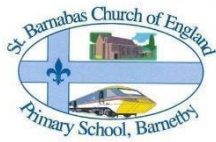
## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Direct and supervise staff within the unit, ensuring all staff are able to discharge their duties effectively and that responsibilities are clear for all staff
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them
- Monitor and inventory EYFS resources, managing the budget provided to ensure best value for money whilst ensuring all areas of learning are met

## **Safeguarding**



- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### Other areas of responsibility

- Lead a subject across the federation, ensuring progression and monitoring is effective and meets the needs of all learners

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Successful primary teaching experience</li> <li>• EYFS experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Knowledge of the EYFS curriculum</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.