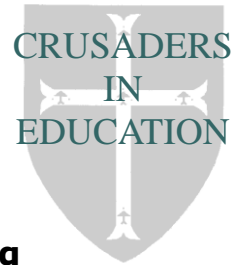


Anthony Bek Primary School
Job Description – Foundation Stage Teacher
2022



Main Pay Scale/ Upper Pay Scale as appropriate

This job description may be amended at any appropriate time, following consultation between the Head Teacher and the Post holder, and will be reviewed annually. Priorities for the year will be negotiated and highlighted through the appraisal process.

Responsible to: Headteacher

You are required to work closely with the Foundation team in order to promote the development of all aspects of school life and to undertake the following responsibilities;

Conditions of Service

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document, to demonstrate the Teacher's Standards and other relevant statutory provisions.

Core purpose of post

- To provide a high quality educational experience for all pupils.
- Depending on experience, to provide subject/area leadership and management of agreed area/s (not relevant to ECTs)

Teaching and Learning

- To work within the school's agreed guidelines for classroom practice;
- To plan and implement rich and stimulating, relevant and differentiated curriculum for pupils, incorporating curriculum guidance for the Early Years Foundation Stage, in collaboration with foundation stage staff and in line with the learning and teaching and curriculum policies of the school
- To facilitate, support, monitor and assess the overall progress and development of all pupils in your care
- To foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential and meets their individual needs
- To share in the development of the school curriculum, courses of study, learning environments, teaching materials and resources, teaching programmes, methods of teaching and assessment and their review
- To maintain the positive ethos and core values of the school, both inside and outside of the classroom
- To support and contribute to the school's responsibility for safeguarding children
- To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- To liaise closely with other teachers for all issues of planning, assessment, pupil behaviour etc;
- To provide a stimulating learning environment, where resources can be accessed by all pupils;
- To identify and support pupils with special educational needs, high achievers or those with English as an additional language;
- To plan appropriately to meet the needs and interests of the children;

- To assess, record and report on the attendance, progress, development and attainment of pupils and maintain such records as are required by the school;
- To be able to set clear targets, based on prior attainment, for pupils' learning, and communicate these to pupils through written and verbal comments;
- To provide, on request, any specified assessment data for analysis / tracking purposes;
- To participate in meetings which relate to the school's management, curriculum, administration or organisation;
- To provide termly verbal feedback to Parents through Parents' meetings and complete end of year reports to report to the parents on the development, progress and attainment of pupils;
- To utilise PPA time to enhance teaching and learning in the classroom within the school's agreed policy for PPA activity;
- To establish good relationships with children, parents and other professionals;
- To carry out any responsible duties within the overall function commensurate with the grading and level of responsibility of the job;
- To maintain good order and discipline amongst pupils;
- To contribute to the implementation of the School Improvement Plan and associated action plans, as appropriate, and to support initiatives decided by the Headteacher and staff;
- To assist pupils with personal care;
- To support the monitoring and improvement of teaching standards throughout the school through the performance management process;
- To actively pursue continuing personal and professional development by attending courses and meetings to keep up to date with current developments.

Other professional requirements

- To attend any relevant training to help you with the fulfilment of this job description.
- To attend and participate in weekly staff meetings and weekly key stage meetings.
- To attend any INSET which falls within normal working hours - 5 INSET days for full time posts.
- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- To participate in and prepare for school events and to contribute to the wider ethos of the school and community.
- To support and contribute to the school's responsibility for safeguarding children.
- To support and promote the ethos of the school.
- To carry out any responsible duties within the overall function commensurate with the grading and level of responsibility of the job.
- Establish and maintain effective working relationships with professional colleagues, governors and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- To support and contribute to the school's responsibility for safeguarding children.
- To maintain the positive ethos and core values of the school, both inside and outside of the classroom.

- To participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- To play a full part in the life of the school and community, and support whole-school activities such as assemblies, trips, fund-raising events, and performances.
- Anthony Bek Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In addition to the job description for a qualified teacher, all staff except ECTs are asked to lead subject/areas which are agreed with the Headteacher.

As lead, you will undertake the following duties and responsibilities:

Strategic direction and development of the curriculum area:-

To utilise Leadership and Management time to:

- Develop, promote and ensure implementation of the whole school policy for the specific curriculum area/s listed above in conjunction with the Head Teacher.
- Use national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Produce short, medium and long term plans to develop the curriculum area in relation to:
 - resources
 - staff professional development requirements
 - the aims of the school, and its policies and practices
 - targets for realistic but challenging improvements
 - Evaluate the teaching of the curriculum area in school; use this analysis to identify effective practice and areas for improvement and, in conjunction with the Head Teacher, take action to improve further the quality of teaching in this subject.
- Monitor the progress made towards achieving the curriculum area's plans and targets, and use this information to plan future developments.

Signed		Teacher
Signed		Headteacher
Start Date	September 2022	