



Great Hollands Primary School

Job Description

Job Title	Early Years Teacher
Grade of Post	MPR
Job Purpose	<p>Develop schemes of work and lesson plans in line with curriculum objectives. Facilitate learning by establishing a relationship with pupils, keeping your learning resources organised and creating a positive learning environment in the classroom.</p> <p>Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.</p> <p>Assess and record progress and prepare pupils for national tests. Link pupils' knowledge to earlier learning and develop ways to encourage it further, challenging and inspiring pupils to help them deepen their knowledge and understanding.</p>
Responsibilities	<ul style="list-style-type: none">• Teaching all areas of the primary curriculum• Taking responsibility for the progress of a class of primary-age pupils• Organising the classroom and learning resources and creating displays to encourage a positive learning environment• Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class• Motivating pupils with enthusiastic, imaginative presentation• Maintaining discipline• Preparing and marking work to facilitate positive pupil development• Meeting requirements for the assessment and recording of pupils' development• Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings• Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area• Working with others to plan and coordinate work• Keeping up to date with changes and developments in the structure of the curriculum• Organising and taking part in school events, outings and activities which may take place at weekends or in the evening• Liaising with colleagues and working flexibly, particularly in smaller schools• Working with parents and school governors to maximise their involvement in the school and the development of resources for the school• Meeting with other professionals such as education welfare officers and educational psychologists, if required.
Skills and Experience	<ul style="list-style-type: none">• Excellent communication and interpersonal abilities• Good organisational and time-management skills• Energy, enthusiasm, stamina, patience, dedication, resilience and self-discipline• Initiative, leadership and supervisory skills and teamworking abilities• Imagination, creativity and a sense of humour• Good judgement and an analytical mind• A satisfactory health record and DBS• Creative skills such as music, dance, drama, arts and crafts are advantageous
Relationships	The post holder is responsible to the Headteacher and their immediate line manager(s) in all matters.

Signed (postholder) Date.....