

**New Hartley First School
Job Description**

To start 01.09.26

Title of Post: Early Years Teacher

Length of Post: Permanent

Salary Scale: Main Scale 3

Responsible to: Head Teacher

Purpose of Job:

To teach across EYFS
Promote and safeguard the welfare of all pupils

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Head Teacher from time to time, such particular duties as may reasonably be assigned to him".

Professional Duties

Knowledge and Understanding

- Have knowledge of and keep up to date with the requirements of the Primary National Curriculum and Early Years Statutory Framework.
- Understand the stages of child development and how pupils' learning is affected by their wider experience and life context.
- Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding.
- Have a thorough and up-to-date knowledge and understanding of the Early Years framework and Development Matters and how they feed into national curriculum subjects

Teaching and Learning

- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies.
- Contribute to the preparation and development of all aspects of the curriculum and its delivery.
- Provide lessons which are well structured, maintain pace and provide appropriate support and challenge for all groups of pupils based on effective use of assessment to inform next step learning.
- Evaluate own teaching critically, drawing on development opportunities to improve effectiveness.
- Make effective use of all data to ensure pupils make appropriate progress.
- Identify and address the needs of those with Special Educational Needs, following school protocols and procedures.
- Effectively deploy support staff or classroom assistance.
- Establish and maintain a high standard of behaviour by the use of praise, rewards and consequences, promoting effective behaviour for learning in all contexts so children feel secure and confident as learners.

- Use Planning, Preparation and Assessment (PPA) time effectively.
- Assess and record progress in line with school current practice.
- Monitor class work providing feedback to children and parents in line with policy and use the results for future planning, teaching and learning.
- Write high quality and informative individual, positive, honest annual reports to parents/carers and discuss pupil's progress and welfare at parents' meetings and other occasions developing positive relationships.

Professional Standards and Development

- Understand the professional responsibilities in relation to school policies and practices and in so doing actively support and reinforce those policies.
- Set a good example around the whole school, in appearance and personal conduct.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.

Other Professional Requirements

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development taking full advantage of any relevant training and development available.
- Maintain a reflective approach to evaluating and improving own practice.
- Be proactive regarding annual review of performance.
- Contribute to the professional development of colleagues, ECT's and students on placement.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To inform the Head Teacher immediately of any concerns regarding the welfare of a pupil.
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- 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 Head Teacher.

To carry out any other duties reasonably requested by the Head Teacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.