

ATLP Primary School

Early Years Teacher Job Description

*Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is **child-centred**. This means that they should consider, at all times, what is in the best interests of the child.*

Job purpose

To promote the general progress and well – being of individual pupils and of any class or group of pupils, in accordance with the aims and policies of the school and the Arthur Terry Learning Partnership.

To assist and support whole school development by carrying out their duties, including:

- Meeting all of the relevant Teacher Standards (Early Years)
- Developing effective models of learning and teaching plans
- Day-to-day assessment strategies and reporting
- The delivery to every pupil of an appropriate curriculum
- The ability to be a reflective practitioner – improving on previous best.

To liaise with year group colleagues, phase leaders and curriculum coordinators to ensure continuity and progression in the teaching and learning of all subject areas.

Duties and Responsibilities

To undertake the duties and responsibilities of a classroom teacher (see Early Years Teacher Standards)

Specific

Management and Organisation

- To ensure that the register is marked punctually and kept up to date as required by law.
- To deal with returns and requests for information about pupils in the class as required.
- To keep up to date records for pupils in line with agreed school policy
- To contribute to references, reports to agencies etc. in consultation with colleagues
- To ensure equality of access to the curriculum for all pupils by putting the school's aims into practice.
- To participate in all relevant directed time, staff meetings and contribute to debate and discussion of whole school issues.
- To work with colleagues in a phase group to produce policies and guidelines for a specific curriculum area. To ensure, within agreed budgets, appropriate resources for that area. To liaise with the school leadership team and phase managers to ensure quality, progression and continuity in that curriculum area. To attend meetings relevant to the curriculum area and disseminate information to colleagues.

The School Environment

- To share in the responsibility of maintaining an ethos that promotes positive attitudes and behaviour.

- To develop a team ethos.
- To implement the school policy on personal appearance, and behaviour of pupils

Learning and Teaching

- To monitor and evaluate systematically pupil progress to raise pupil attainment.
- To set high standards of teaching and learning.
- To establish effective strategies of on going assessment and evaluation to ensure that the curriculum responds to children's needs and to contemporary developments
- To organise and maintain resource areas within the classroom and maximise their use effectively
- To help pupils with individual guidance as necessary.
- To be prepared to teach collaboratively

Collective Review

- To follow the school's policies, guidelines, schemes of work and assessment procedures.
- To model fair and equitable treatment of all stakeholders regardless of age, gender, race, and or religion.
- Participate in all relevant training and professional development opportunities.

Parental Involvement

- To communicate and consult with parents, in accordance with the school's guidelines.
- To plan and deliver parent / governor workshops

Line Management – Responsibility To and For

- Responsible to the Head Teacher
- Responsible for the supervision of persons providing support for teaching and learning.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Act and subsequent Orders in terms of duties and working time, also any local agreements, LEA Circulars and guidelines giving interpretations of teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.