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| **JOB DESCRIPTION** |
| **Post Title:**  Early Years Class Teacher |
| **Main School:**  Holy Family Catholic Primary School |
| **Salary:**  MPS |
| **Start date**  September 2023 |
| **Responsible to:**  Head of School |
| **Is this a regulated activity:**  Yes |
| **Main purpose of role:**   * To work collaboratively and flexibly with the senior leaders to create an outstanding school with outstanding pupil outcomes * To ensure that the class is effectively led and managed and compliant with EYFS policies, procedures and practices * To carry out professional duties and to teach across the school as needed, leading in areas as requested. * To promote the aims and objectives of the school and maintain its philosophy of education and reputation in locally and nationally * To model effective teaching, to coach and train colleagues and to teach across the school * To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate |
| **SAFEGUARDING STATEMENT**  The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. Shortlisted Applicants will be required to complete a self-disclosure |
| **Responsibilities and Duties: Main Scale Teacher** |
| **Main purpose of the job:**   * Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all * Be responsible and accountable for achieving the highest possible standards in work and conduct * Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils * Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)* * Take responsibility for promoting and safeguarding the welfare of children and young people within the school * Ensure the Health and Safety for EYFS is followed, including Pediatric First Aid and administering medication if required * Ensuring the EYFS areas of provision are excellent: vibrant, engaging, exciting and reflect the needs and interests of the pupils  Teaching  * Deliver the curriculum as relevant to the age and ability group that you teach * Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate * Be accountable for the attainment, progress and outcomes of pupils’ you teach * Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn * Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them * Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject) * If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics * Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment. * Closely monitor the achievement and attainment of those in receipt of Pupil Premium funding, identifying needs early and intervening where gap is evident * Make accurate and productive use of assessment to secure pupils’ progress * Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study * If teaching in EYFS, carry out careful observation of pupils in EYFS which results in accurate assessment, is recorded in the learning journey profiles and that planning for the next steps of learning is shared regularly with parents * Use relevant data to monitor progress, set targets, and plan subsequent lessons * Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate * Participate in arrangements for examinations and assessments  Behaviour and Safety  * Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils * Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary * Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils * Have high expectations of behaviour, promoting self-control and independence of all learners * Carry out playground and other duties as directed * Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures  Team working and collaboration  * Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies * Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them * Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments * Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil * Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school  Fulfil wider professional responsibilities  * Work collaboratively with others to develop effective professional relationships * Deploy support staff effectively as appropriate * Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate * Communicate and co-operate with relevant external bodies * Make a positive contribution to the wider life and ethos of the school  Administration  * Register the attendance of and supervise learners, before, during or after school sessions as appropriate * Participate in and carry out any administrative and organisational tasks as required by the Head  Professional development  * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues * Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal   **Other**   * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality * Perform any reasonable duties as requested by the head. * To lead a subject area in discussion with the Head  Note This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.   |  |  |  |  | | --- | --- | --- | --- | | **Signature of post holder:** |  | **Date:** | **/ /** | | **Signature of Head:** |  | **Date:** | **/ /** | |