**EYFS Class Teacher Job Description**

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| Job Title   | EYFS Class Teacher (1.0 FTE) |
| Location   | Knowle Primary School |
| Responsible to   | Executive Headteacher / Head of School |
| Job Type | Temporary until 31/8/22 |
| Salary FTE | Main Pay Scale 1 – 6£25,714 - £36,961Upper Pay Scale 1 – 3£38,690 – £41,604 |
| Closing Date | Midday on Wednesday 1st December 2021 |
| Interview Date | Friday 3rd December 2021 |
| Start Date | Monday 4th January 2022 |

### Roles and Responsibilities

* Take responsibility for a class or classes of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England
* Teach a class or classes of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
* Maintain the positive ethos and core values of the school, both inside and outside the classroom
* Promote the school’s mission statement ‘Every Child Matters. Every Moment Counts’
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

### As an EYFS Class Teacher:

The EYFS Class Teacher will:

* Implement agreed school policies and guidelines
* Support leaders in marketing the school and nursery
* Support initiatives decided by the Headteacher and staff
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks
* Be able to set clear targets, based on prior attainment, for pupils’ learning
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
* Keep appropriate and efficient records, integrating formative and summative assessment into planning
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
* Report to parents on the development, progress and attainment of pupils
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy
* Participate in meetings which relate to the school's management, curriculum, administration or organisation
* Communicate and co-operate with specialists from outside agencies
* Make effective use of ICT to enhance learning and teaching
* Lead, organise and direct support staff within the classroom
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.

**Person Specification**

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|  | **Essential Requirements** | **Desirable Requirements** |
| **Education, Training and Qualifications** | Qualified Teacher StatusDegree or equivalentSpecialism in EYFS or have taught in Early Years for over 3 yearsEvidence of continuous INSET and commitment to further professional development |  |
| **Experience, Knowledge and Understanding** | An excellent knowledge and understanding of the Early Years Foundation Stage requirementsExperience of successfully leading others, in however small a capacityKnowledge of formative and summative assessment strategies and use of data to inform and improve learning and teachingExperience of Assessment for Learning in practiceExcellent understanding of how children learn and ability to use this knowledge to plan exciting and stimulating learning opportunities which actively promote independence in learning and enable good progress and achievementHigh expectations of pupil achievement and ability to motivate pupils of differing abilities |  |
| **Skills and Abilities** | Ability to recognise high quality EYFS practice and to model this for othersAbility to train, support and challenge others when necessaryExperience of teaching phonicsAbility to plan and deliver lessons to meet the needs of all learners across all areas of their developmentShow evidence of high quality teaching.Ability to undertake high quality observations of young children’s learning and developmentUse ICT effectively as an integral part of teaching and learningAbility to keep pupils safe, including child protection and forming and maintaining appropriate relationshipsAbility to create and maintain a safe, happy, stimulating and well-organised classroom and phaseAbility to cater for the needs of all children in a class | A thorough and up to date knowledge of subject specialism. |
| **Personal Qualities** | Commitment to excellence and raising the academic and personal achievement of all pupilsAbility to promote a positive ethos and maintain high standards of behaviour and excellent discipline using positive strategiesGood communicator with effective organisational skillsAbility to work collaboratively with all school staff and parentsWilling and able to lead within a curriculum areaWarm, friendly, open personalityHardworking, flexible and responsive to changeSelf-motivated and able to work efficiently and effectively with minimum supervisionWillingness to give, receive and act on constructive criticismAble to use initiative and find solutionsResilient and robust |  |