

# Newbottle and Charlton CEVA Primary School



## Job description- EYFS Class Teacher- Reception

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Deliver high-quality, creative and engaging teaching to Early Years Foundation Stage pupils, ensuring every child receives the best start to their educational journey.

### Duties and responsibilities

#### Teaching

- Plan and deliver effective lessons and learning activities in line with the EYFS framework
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of **all** pupils
- Create a welcoming, safe and stimulating classroom environment
- Set high expectations which inspire, motivate and challenge pupils
- Promote a love of learning and pupils' intellectual curiosity
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge- Foster and maintain pupils' interest in the subject and address misconceptions
- Demonstrate an awareness of the physical, social, spiritual and intellectual development of pupils, and know how to adapt teaching to support pupils' education at different stages of development.

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

- Make a positive contribution to the wider life and ethos of the school
- Demonstrate consistently the positive attitudes, Christian values and behaviour, which are expected of the pupils.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Deploy support staff effectively

**As we are a small rural school there is strong likelihood of leading at least one subject (unless you are an ECT) this would include:**

#### Leadership

- Contribute in evaluating and designing an ambitious curriculum within relevant subject area(s)
- Monitor and evaluate the effectiveness of a subject
- Take a lead on aspects of the school development plan which relate to a subject area.
- Support and develop colleagues' skills in relation to a subject through advice, guidance and organisation of training.
- Raise attainment and achievement for all pupils within a subject area.

#### Health, safety and behaviour

- Promote the safety and wellbeing of pupils
- Manage behaviour effectively to ensure a good and safe learning environment
- Maintain good relationships with pupils, exercising appropriate authority, and act decisively when necessary

#### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Participate in weekly staff meetings and in service training

#### Communication

- Communicate effectively with pupils, parents and carers

#### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teachers' professional position
- Respect the rights of others
- Promote the school's ethos and values in all interactions

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

Criteria	Qualities	
	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Experience of teaching in EYFS (Early Years Foundation Stage)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous learning and commitment to further professional development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum including EYFS</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• Awareness of current developments in EYFS education and the implication of these</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of the statutory requirements of legislation concerning</li> </ul>	<p>In addition, the class teacher might have experience of:</p> <ul style="list-style-type: none"> <li>• Transition processes</li> </ul>

	<p>equal opportunities, health and safety, SEND and children protection</p> <p>The class teacher will be able to:</p> <ul style="list-style-type: none"> <li>• Plan effectively for the needs of all learners in the classroom and adapt plans when necessary</li> <li>• Promote the school aims positively and use effective strategies to monitor motivation and morale</li> <li>• Develop good personal relationships within a team.</li> <li>• Create a happy, challenging and effective learning environment</li> <li>• Communicate effectively to a variety of audiences</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• A commitment to the Christian ethos of the school</li> <li>• Be willing to listen, take advice and adapt classroom practice.</li> <li>• Flexible and approachable</li> <li>• Demonstrate a growth mind-set</li> <li>• Warm, approachable and professional manner</li> </ul>	