



## **Stoke Heath Primary School**

### **Job Description**

**Post:** EYFS Teacher

**Job Number:**

**Post Number:**

**Grade:** TMS/UPS

**Location:** Stoke Heath Primary School

**Duration:** One Year fixed term initially to cover maternity leave with potential for permanent position.

*The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. We are also committed to safeguarding the welfare of our pupils.*

### **Job Purpose:**

1. To undertake the professional duties of an EYFS teacher as outlined in the School Teachers Pay and Conditions Document, a copy of which is retained by the Headteacher.
2. As a primary teacher, to teach pupils in the age range 3-11 years, being the pupils in the roll of the school.

### **Main Duties and Responsibilities:**

- Promote the progress and wellbeing of individual pupils and classes/groups assigned to you in order for children to achieve the highest attainment
- Communicate and consult with the parents of pupils
- Demonstrate very good/excellent classroom practice
- Have a good understanding of the National Curriculum, along with school-based schemes of work, policies and documentation.
- Plan and prepare lessons for a class and ensure the children receive their entitlement to the National Curriculum
- Have high expectations of children's behaviour and follow the school's behaviour policy
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Use a range of teaching and learning strategies to engage and challenge children
- Assess, record and report on the development, progress and attainment of pupils and make records of and reports on the personal and social needs of the pupils.
- Attend and fully participate in weekly staff, planning and phase meetings.

- Participate in arrangements for your continuing professional development as a teacher.
- Support the work of colleagues with responsibilities in other phases or curriculum areas to the overall benefit of the pupils
- Support other initiatives determined by the Headteacher after consultation with the staff, or which arise from local or national initiatives
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of course of study, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.
- Participate in the relevant appraisal arrangements of the school and carry out time limited key tasks as agreed in the annual Appraisal cycle
- Co-ordinate and be responsible for a curriculum area. Support and advise colleagues regarding this subject area
- Undertake any other reasonable duties as detailed by the Headteacher within the range of the salary grade

*All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.*

*Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.*

**Date Reviewed:** June 2023

This job description will be reviewed annually in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.