

**EYFS/KS1 Class Teacher Job Description**

**Pay Range**: Main Pay Scale Range

**Responsible to**: Executive Headteacher

**Purpose of role**:

* 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, build relationships rooted in mutual respect, and at all times observe 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

**Main responsibilities:**

All teachers are required to carry out the duties as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the *Teacher Standards (2012).* Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process.

## 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, and their prior knowledge and plan to teach 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; gifted and talented; EAL; and 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
* 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, and their emerging needs and take a responsible and conscientious attitude to their work and study
* 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 within the remit of the *School Teachers’ Pay and Conditions* *Document*

## 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 that are appropriate to pupils’ needs 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 and within the remit of the current *School Teachers’ Pay and Conditions* *Document*
* Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns as soon as they arise

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the academy, which relate to the learners, curriculum, or organisation, 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.
* Ensure that support staff and volunteers working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfill
* Take part as required in the review, development, and management of the activities relating to the curriculum, organisation, and pastoral functions of the school

## Fulfill wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers concerning 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 within the remit of the current *School Teachers’ Pay and Conditions* *Document*

#### Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils’ progress, attainment, and well-being, refining your approaches where necessary and 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
* Proactively participate with arrangements made per the Appraisal Regulations 2012

**Other**

* To have professional regard for the Christian ethos, policies, and practices of the academy and maintain high standards in your attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

*Not all of the above duties will need to be performed all of the time and will vary according to the needs of the federation at different times.*