**Job Description**

**Overall Purpose of Post**

To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standard to an Early Years class as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.

The postholder is responsible for the supervision of the work of teaching assistants based in the class.

To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Knowledge and understanding**

* Have knowledge of and keep up to date with the Curriculum guidance for the Early Years Framework.
* Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
* Be familiar with the school’s current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.
* Understand and know how national, local comparative and school data, including Baseline and National Curriculum test data can be used in professional and school development.

Planning, teaching and class management

* Plan and deliver, with regard for the school’s aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
* Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
* Make effective use of assessment information on pupils’ attainment and progress and in planning future lessons.
* Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
* Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
* Use a variety of teaching and learning styles to keep all pupils engaged.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
* Evaluate your own teaching critically to improve effectiveness.

Monitoring, assessment, recording, reporting and accountability

* Assess and record each pupil’s progress systematically with reference to the school’s current practice, including the social progress of each child and use the results to inform planning.
* Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
* Set regular, ambitious yet achievable targets for the children.
* Provide reports on individual progress to the Headteacher and parents as required.

Other professional requirements

* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
* Be aware of the need to take responsibility for your own professional development.
* Participate in duty rosters, including taking assemblies.
* Participate in the school’s arrangements for performance management and other professional development activities.
* Safeguard the health and safety of all children

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all school policies including in particular Health and Safety and Safeguarding.
* Participate in the school Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of St Paul’s CE Primary School .
* Establish constructive relationships with colleagues and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the school. The responsibility level of any other duties should not exceed those outlined above.