

Job Description and Person Specification – Class Teacher (Early Years)



The purpose of the job is to

- Prepare teaching materials, set up the classroom and organise displays
- Plan and teach lessons and work with small groups of children
- Mark work and talk to parents and carers about their children's progress
- Manage the work of Teaching Assistants
- Follow safeguarding procedures
- Organise trips and other enrichment activities

Duties and responsibilities

- Plan and teach well-structured EYFS lessons to assigned classes, following the school's plans, curriculum, and schemes of work
- Produce teaching and learning materials and resources which are appropriate to EYFS age and ability
- Assess, monitor, record and report on learning needs, progress, and achievements of assigned children, making accurate and productive use of assessment
- Support children's learning, either in groups or through 1:1 work under the direction of the Early Years Lead
- Ensure children can use equipment and materials provided
- Motivate and support children
- Develop the physical, intellectual, emotional, and social skills of the children
- Prepare activities, ensuring that appropriate materials/equipment are available
- Direct the preparation and adaptation of teaching aids, games, and worksheets
- Develop strategies to support learning of all children
- Understand the specific needs of individual children with additional needs

Supporting children's self-esteem, inclusion, and behavioural development

- Encourage an acceptance and inclusion of all children
- Develop methods of promoting / reinforcing the children's self-esteem and independence
- Provide individual supervision in and out of the classroom for children with challenging behaviours
- Establish a supportive relationship with children
- Reinforce the school ethos, e.g., expectations of behaviour within class and elsewhere on the school site
- Supervise children on outings and school activities
- Meeting children's pastoral needs for praise, comfort, encouragement, reassurance, and care

Provide physical / personal care to children where required

- Take responsibility for the welfare and hygiene of children, including changing and cleaning as necessary
- Undertake physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

Supporting the Headteacher / Early Years Lead

- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
- As directed by the Headteacher / Early Years Lead, adapt and interpret lessons and instructions to children
- In conjunction with the Early Years Lead (and other professionals as appropriate) develop system/s of recording pupil progress and contribute to the maintenance of this record
- Provide regular feedback about children to the Senior Leadership Team
- Ensure effective communication / consultation with children's parents / carers

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- Ensure cover supervision is in place where required

Supporting the curriculum

- Support the delivery of the English and Mathematics curriculum along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school

Supporting the school

- Manage the setting up, storing, retrieving and general maintenance of classroom equipment and teaching aids, e.g., computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- Ensure the hygiene of the teaching environment in cases of sickness or soiling
- Ensure health and safety policies and practices including risk assessments are implemented as necessary
- Be fully aware of school policies, procedures, and practices
- Promote teamwork and ensure effective working relations
- Create a safe, welcoming environment

Communication

- Communicate effectively with children
- Maintain strong relations with parents / carers and representatives of other agencies e.g., Health, Social Care

Health and safety

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the school behaviour policy
- Maintain current and accurate safeguarding records e.g., through CPOMS

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 professional duties and responsibilities

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

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

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

	Essential	Desirable
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Qualifications	<ul style="list-style-type: none"> • Good primary teacher with qualified teacher status 	<ul style="list-style-type: none"> • Evidence of continual professional development
Experience	<ul style="list-style-type: none"> • Successful primary teaching experience • Up-to-date experience, knowledge and understanding of good practice in EYFS • Experience of working with children with SEND • Working collaboratively with other colleagues, parents and governors 	<ul style="list-style-type: none"> • Teaching experience across two primary key stages • Leading an aspect of school improvement with evidence of improving standards • Leadership of a subject or aspect of school life
Knowledge and understanding	<ul style="list-style-type: none"> • A clear philosophy of primary education in line with that of the Trust / school • Demonstrate quality first, inclusive teaching that has an impact on all pupil outcomes • Knowledge of a range of effective strategies for inspiring all children, including those with SEND, to achieve their full potential • An understanding of cross curricular learning and teaching • An understanding of the principles of assessment for learning • A detailed understanding of safeguarding duties • Good knowledge of the EYFS statutory framework • Able to promote the social, moral, spiritual, and cultural development of all children • Good understanding of a range of behaviour management strategies 	<ul style="list-style-type: none"> • Analysis and interpretation of school performance data to inform school self-evaluation
Skills	<ul style="list-style-type: none"> • Able to work in a way that promotes the safety and wellbeing of children • A confident practitioner, who demonstrates outstanding classroom practice and high expectations of achievement and behaviour • Able to support children with a range of abilities • Able to communicate effectively with children, staff, parents, and the wider community • Able to deploy support staff effectively 	
Personal Qualities	<ul style="list-style-type: none"> • High standards of personal organisation 	

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	<ul style="list-style-type: none">• Committed to raising standards through excellent teaching and learning• Resilient, passionate, and hard-working• Relish accountability and take personal responsibility for own actions• Able to build trust and mutual respect between children, families, and staff• A cheerful disposition and good sense of humour• Enthusiastic, innovative, creative, and caring	
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