



Hednesford Hills Federation

Job Description – EYFS Class Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document 2006, the required standards for Qualified Teacher Status and other current educational legislation, namely DFE Standards for Teachers.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

A. Planning, teaching and class management, to:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed and sharing success criteria with pupils.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Promoting appropriately high expectations in all aspects of school life.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of programs of study.
- Monitoring and intervening to ensure sound learning and discipline, following the school's policies.
- Using a variety of teaching methods to:
 - i. match approach to meet learning styles, structure information, present a set of key ideas and use appropriate vocabulary.
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
 - iii. Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate own teaching critically to improve effectiveness.

B. Monitoring, assessment, recording, reporting – to:

- Make accurate assessments using the revised Early Years Curriculum, and using this to inform planning and provision matched to learners needs.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work; identify "next steps" in learning and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the pupil is achieving.
- Prepare and present informative oral and written reports to parents.
- Preparing Reception aged children for transition to Year One.

C. Other professional requirements – to:

- Have a working knowledge of teachers' professional duties and legal liabilities and a thorough knowledge of the primary curriculum.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for personal professional development and duties in relation to school policies and practices and make a positive contribution to all aspects of school life.
- Liaise effectively with parents and Governors.
- Effectively liaise and deploy other staff e.g. Teaching Assistants, Lunchtime Supervisors as well as work experience students as allocated.
- Monitor the welfare and discipline of children in the class to ensure that prompt, effective action is taken if required to support well-being and the development of their self esteem.
- Consult and communicate with persons or bodies outside school in the interests of the children, e.g. Social Services, specialist support teams.
- Take on any additional responsibilities which might from time to time be determined.
- To support the activities of the Fundraising Friends by attending some meetings and/or functions.
- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

TARGETS 2026-2027

- Improving the quality of teaching and learning resulting in improved outcomes for all, focusing upon the attainment and progress of disadvantaged pupils.
- To ensure progress and attainment, particularly within greater depth, in Writing and Reading for KS1 remains in line with national figures.
- To bring progress and attainment in mathematics for KS1 in line with national figures.
- To develop, implement and monitor the new curriculum design- intent, implementation and impact.

Performance Management targets are set annually via discussions and agreement with reviewers.