

Name:
Signature:
Date:

Job Description

Post Title:	EYFS Class Teacher
Salary:	MS1-6
Reporting to:	Headteacher
Job Summary:	<ol style="list-style-type: none"> 1. The provision of high quality, learning experience and support for pupils within timetabled provision. 2. The safeguarding, support and guidance of a designated group of pupils.
Safeguarding Disclosure level:	Enhanced DBS and Teachers Prohibition Clearance
Expectations:	<p>All teachers within the Multi Academy Trust are expected to:</p> <ul style="list-style-type: none"> ● Actively embrace the MAT's vision and values. ● Value and accept every pupil as an individual. ● Be committed to safeguarding and promoting the welfare of children and young people. ● Encourage and support every pupil to realise their personal potential through active use of the MAT's rewards systems. ● To work collaboratively to support pupils and colleagues. ● Encourage our pupils to think and learn independently. ● Celebrate the achievements of all of our pupils. ● Provide a pupil friendly learning environment. ● Offer a wide range of experiences both within and beyond the school environment and hours of schooling. ● Lay the foundations for 'life long learning'. ● Strive for academic excellence. ● Respect and value our partnership with parents and the community. ● Regularly assess, monitor, review and report upon pupil progress. ● Set and work towards targets. ● Aim to consistently improve as teachers, leaders and managers through ● Engage with Continuing Professional Development (CPD). ● Work with external agencies to enhance the provisions for our pupils. ● To use technology to actively improve teaching and learning. ● Prepare pupils for their responsibilities as active citizens.
Job Purpose:	<p>In addition to teaching:</p> <ul style="list-style-type: none"> ● To work within/alongside a team or teams of teachers to teach a specified curriculum to a designated group of pupils. ● To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.

	<ul style="list-style-type: none"> ● To monitor and support the overall progress and development of pupils as a class teacher. ● To facilitate and encourage a high quality learning experience which provides pupils with the opportunity to achieve their personal best. ● To contribute to raising standards of pupil attainment. ● To share and support the school's responsibility to provide and monitor pupil opportunities for personal and academic growth. ● To support the Senior Leadership Team in maintaining and developing the Christian ethos of the faith schools within the MAT. ● To promote and uphold the reputation of the schools within the MAT.
Work Time:	Full Time
Operational/Strategic Planning	<ul style="list-style-type: none"> ● To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum. ● To contribute to the development of the curriculum and school improvement and their implementation. ● To plan, prepare, teach, assess and evaluate lessons. ● To contribute to the whole school's planning activities.
Curriculum Provision	<ul style="list-style-type: none"> ● To assist the designated staff to ensure that the curriculum provides a range of teaching which complements the school's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> ● To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils and statutory curriculum expectations including assessment as well as school's Mission and Strategic Objectives.
Staffing Staff Development Recruitment/deployment of staff	<ul style="list-style-type: none"> ● To take part in the school's staff development programme by participating in arrangements for further training and professional development as well as staff meetings. ● To continue personal development in the relevant areas including subject knowledge and teaching methods. ● To engage actively in the Performance Management Review process. ● To ensure the effective/efficient deployment of teaching assistant and volunteer support where appropriate. ● To work as a member of the teaching team and to contribute positively to effective working relations within the school.
Quality Assurance	<ul style="list-style-type: none"> ● To help to implement school quality procedures. ● To contribute to the process of monitoring and evaluation in line with agreed procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required. ● To review from time to time methods of teaching and programmes of work.

	<ul style="list-style-type: none"> ● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pupil guidance/support functions of the school.
Management Information	<ul style="list-style-type: none"> ● To maintain appropriate records and to provide relevant accurate and up-to-date information for whole school data and reports. ● To complete the relevant documentation to assist in the tracking of pupils. ● To track pupil progress and use relevant data to inform teaching and learning.
Communications	<ul style="list-style-type: none"> ● To write reports on pupil progress to parents in accordance with school policy and practice ● To communicate effectively with the parents of pupils at parents evenings and as appropriate. ● Where appropriate, to communicate and co-operate with persons or bodies outside the school. ● To follow agreed policies for communications in the school.
Marketing and Liaison	<ul style="list-style-type: none"> ● To take part in marketing and liaison activities such as open evenings, parents evenings, curriculum evenings and community events. ● To contribute to the development of effective subject links with external agencies if appropriate. ● To attend celebratory events associated with pupils personally taught.
Management of Resources	<ul style="list-style-type: none"> ● To contribute to the process of the ordering and allocation of equipment and materials. ● To assist the designated person to identify resource needs and to contribute to the efficient/effective use of physical resources. ● To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.
Pupil Support and Progress	<ul style="list-style-type: none"> ● To be responsible for an assigned group of pupils. ● To promote the general progress and well-being of individual pupils and of the class as a whole. ● To assist with the implementation of the school's guidance and support system. ● To register pupils, accompany them to assemblies, encourage their full attendance and their participation in other aspects of school life. ● To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. ● To contribute to the preparation of action plans and progress files and other reports as appropriate. ● To safeguard and promote the well-being of individual pupils by being aware of the child protection procedure, alerting the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

	<ul style="list-style-type: none"> ● To communicate as appropriate with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. ● To contribute to citizenship and enterprise according to school policy. ● To apply the behaviour management systems and policies so that effective learning can take place.
Teaching and Learning	<ul style="list-style-type: none"> ● To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere. ● To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. ● To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. ● To undertake a designated programme of teaching. ● To ensure a high quality learning experience for pupils which meets internal and external quality standards. ● To prepare and update teaching materials. ● To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the programme. ● To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ● To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures. ● To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship/assembly.
- To promote actively the MAT's corporate policies.
- To comply with the school's Health and Safety policy and contribute to the development, review and implementation of risk assessments as appropriate.
- To undertake any other duty as specified by the current School Teachers Pay and Conditions Document not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the Trust's climate change vision.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the School's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.