

Early Years Teacher Job Description



Job Description: Main scale Teacher (Early Years)

Responsible to: Head of Early Years, Headteacher, Phase leader

Purpose of the job:

- To carry out, as directed by the Head of School, the professional responsibilities of a main scale teacher as set out in the School Teachers' Pay and Conditions Document 2014.
- To support the school in meeting achievement targets in the School Improvement Plan.

Major Duties and Responsibilities for Mainscale teachers:

1. To demonstrate good classroom practice, expecting and maintaining high standards.
2. To have a secure understanding of the Early Years Statutory Framework and the Early Years Outcomes.
3. To contribute to long and medium term planning, as part of a year-group or phase group team.
4. To plan, prepare and teach good quality lessons which meet the full range of pupils' learning needs within a class.
5. To organise and maintain an orderly, stimulating and creative classroom environment.
6. To mark and assess pupils' work in accordance with school policies and record assessments as required.
7. To contribute to the setting of appropriate pupil and class targets and to monitor progression and achievement
8. To liaise with parents to involve and inform them on the progress and achievement of their children.
9. To liaise with key staff (e.g. SENDCo, Family Engagement Officer, other Phase and Curriculum Leaders) to ensure that targeted pupils benefit from a co-ordinated programme of support.
10. To contribute to the preparation, implementation, monitoring and review of One Page Profiles, in collaboration with the SENDCo.

11. To manage and supervise the work of classroom support staff. To use initiative and be flexible within school life.

12. To be intrinsically motivated to engage in continued professional development, including whole school programmes of INSET and individual training which regularly updates relevant personal skills and knowledge.

12. To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact with. To work in close contact with the Safeguarding team to safeguard children effectively.

13. To share responsibility for the development of the school's vision and values and implementation of the school behaviour policy and code of contact for parents and staff by:

- being aware of and implementing school policies and standard procedures, including those on safeguarding and child protection.
- contributing to whole school displays as required.
- contributing to and participating in whole school events (e.g. sharing or celebration assemblies and special days).
- taking part in any other duties as requested by the headteacher.