



St Mary's RCVA Primary School

'I can do all things, through Christ who strengthens me' Philippians 4: 13

Full time Nursery/EYFS Class Teacher Job Description

Required from January 2022

MPS 1-6

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school. The post is subject to the Catholic Education service contract, the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment.

The main duties and responsibilities are as follows:

General

- a. Be supportive of the Catholic ethos, aims and values of St Mary's Primary School and be prepared to commit to the wider work and Catholic Life of school.
- b. Embodying and inspiring the Catholic ethos and culture of our school, securing its Mission Statement with all members of the school community
- c. Carry out the professional duties of a Nursery/EYFS class teacher under the reasonable direction of the Headteacher.
- d. Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.
- e. Be responsible and accountable for achieving the highest possible standards in work and conduct.
- f. Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- g. Work proactively and effectively in collaboration and partnership with pupils, parents/carers, governors, other staff and external agencies in the best interests of the children.
- h. Attend relevant courses and disseminate information and share with colleagues.
- i. Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- j. Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- k. Take initiative in ensuring school policies are fully understood and adhered to, for example Safeguarding, Behaviour, Assessment, Curriculum Intent, Marking and Feedback, etc.
- l. Perform such duties as may reasonably be assigned.

Teaching and Learning

- a. Carry out teaching duties in accordance with the school's schemes of work, policies and National Curriculum.
- b. Understand and implement the requirements of the National Curriculum 2014 / EYFS Framework.
- c. Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- d. To provide inviting and engaging learning areas/environment for the children in accordance with their interests and talents.
- e. Be accountable for the attainment, progress and outcomes of pupils.

- f. Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how children learn.
- g. Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- h. Demonstrate an understanding of and take responsibility for promoting high standards of writing and maths opportunities to enrich our creative, connected curriculum.
- i. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring children's progress and levels of attainment following schools systems and procedures.
- j. Work effectively with Teaching Assistants, the SENCo and subject leaders/co-ordinators to ensure progress and continuity for all pupils.
- k. Make accurate and productive use of assessment to secure pupils' progress.
- l. Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- m. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- n. Demonstrate high standards and innovation in all aspects of classroom practice.
- o. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- p. Provide assessment reports to monitor pupil progress and inform parents.
- q. Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Pupil Well Being

- a. Support and promote the aims and Catholic ethos of the school.
- b. Ensure the well-being of all pupils, demonstrating best practice in the promotion of children's welfare.
- c. Monitor the pastoral needs of pupils and provide reports when necessary.
- d. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly (following the school's Behaviour Policy).
- e. Manage class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- f. Maintain our outstanding personal development of all children through exemplary relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- g. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of our pupils.
- h. Have high expectations of behaviour, promoting self- control and independence of all children.
- i. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- j. Uphold the school's uniform regulations.
- k. Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.

Team Working and Collaboration

- a. Participate in any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school including pastoral arrangements and Candle Times.
- b. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- c. Contribute to the professional development of colleagues.
- d. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- e. Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- f. Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Professional Duties

- a. Set an excellent example in terms of behaviour, dress, punctuality and attendance.
- b. Work collaboratively with others to develop effective professional relationships.
- c. Deploy support staff effectively as appropriate to ensure quality learning takes place.
- d. Fully participate in staff training.
- e. Attend and contribute to staff meetings.
- f. Participate in arrangements within the agreed national framework for performance management.
- g. Evaluate own practice.
- h. Co-operate with the system of self evaluation and monitoring within school.
- i. Communicate and co-operate with professionals outside the school.
- j. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- k. Communicate and co-operate with relevant external bodies.
- l. Make a positive contribution to the wider life of the school.

This job description will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Teacher

Signed:..... Date:.....

Print:.....

Head Teacher

Signed:..... Date:.....

Print:.....