

BATH AND NORTH EAST SOMERSET COUNCIL			
JOB DESCRIPTION			
SCHOOL:	Twerton Infant School		
POST TITLE:	Early Years Teacher	GRADE:	MPR
RESPONSIBLE TO:	Deputy Headteacher/Early Years Leader		
DATE:	March 2017		

Twerton Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to appointment an Enhanced Disclosure and Barring Service Check will be necessary

1. Purpose of Job

The primary purpose of this post is to

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- contribute to constructive team-building amongst teaching and support staff, parents and governors
- contribute professional knowledge and skill to the development throughout the school of specific activities or subjects

Please note that this job description should be read alongside the 'Conditions of Employment of Teachers other than Headteachers' in the School Teachers' Pay and Conditions Document which fully defines the professional duties expected of a teacher.

2. Principal Accountabilities

- 2.1 Implement agreed school policies and guidelines
- 2.2 Support and uphold school policies, procedures and initiatives
- 2.3 To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines
- 2.4 Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- 2.5 Be able to set clear targets, based on prior attainment, for pupils' learning
- 2.6 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- 2.7 Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- 2.8 Report to parents on the development, progress and attainment of pupils

- 2.9 Maintain good order and discipline and respect for others amongst pupils, in accordance with the school's behaviour policy; to promote understanding of the schools rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning
- 2.10 Participate in meetings which relate to the school's management, curriculum, administration or organisation
- 2.11 Communicate and co-operate with specialists from outside agencies
- 2.12 Lead, organise and direct support staff within the classroom as appropriate
- 2.13 Participate in the performance management system for the appraisal of your own performance, or that of other teachers
- 2.14 Contribute to and support the aims and ethos of the School
- 2.15 Participate in staff training
- 2.16 Attend team and staff meetings
- 2.17 Help ensure that subject-matter and learning resources reflect Local Authority and School policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties as listed in this job description and defined within the School Teachers' Pay and Conditions Document.

Specific curriculum or other responsibilities

- 2.18 To provide professional leadership and management in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils in a curriculum area to be agreed

3. Qualifications Knowledge & Experience

See 'Person Specification'

PERSON SPECIFICATION: EARLY YEARS CLASSTEACHER

Qualifications	Desirable	Essential
QTS or equivalent		✓
Evidence of relevant INSET and commitment to further professional development	✓	

Experience	Desirable	Essential
Teaching at EYFS (This should be evidenced in teaching practice for NQTs)		✓
Evidence of teaching in more than one Key Stage	✓	
Working in partnership with another part-time postholder	✓	
Working in partnership with parents/carers	✓	

Knowledge and Understanding	Desirable	Essential
Theory and practice of providing effectively for the individual needs of all children (eg classroom organisation and learning strategies)		✓
Planning and preparation of lessons		✓
Statutory National Curriculum requirements at the appropriate Key Stage		✓
Monitoring, assessment, recording and reporting of pupils' progress		✓
Equal Opportunities, Health & Safety, SEN and Child Protections		✓
The positive links necessary within school and with all its stakeholders		✓
Effective teaching and learning styles		✓
The preparation of statutory National Curriculum tests	✓	
The links between schools, especially partner schools	✓	

Skills	Desirable	Essential
Ability to create a happy, challenging and effective learning environment		✓
Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale		✓
Demonstrates good personal relationships within a team		✓
Ability to establish and develop close relationships with parents/carers, governors and the community		✓
Demonstrates effective communication skills to a variety of audiences		✓
Ability to develop strategies for creating community links	✓	