



CASTLE HILL PRIMARY SCHOOL

CLASS TEACHER

JOB DESCRIPTION

Job Title: Class Teacher – EYFS

Grade: **MATERNITY COVER** Inner London rates pay scale

Accountable to: Head Teacher, EY Phase Leader

Main purpose of the job:

- To ensure all pupils are happy and achieve well
- To teach to the highest standards according to the needs of the pupils assigned to you
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides all groups of pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment and achievement
- To support the ethos, aims and vision of the school
- To lead a designated curriculum area as appropriate
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment
- To work closely with others as an effective member of the team
- To contribute to school self-evaluation and continuing school and self-improvement
- To carry out duties as assigned by the Headteacher.

Line Management:

- The Class Teacher will be responsible to the Headteacher in all matters
- The Class Teacher will be responsible to the relevant member of the Senior Leadership Team in respect of curriculum and pastoral matters.

Relationships:

- Pupils
- School staff
- Parents and Carers
- Trustees
- LA advisors and Inspectors
- Community and other agencies as appropriate

Key tasks and responsibilities:

These are set out in more detail in the relevant annual school teachers' pay and conditions document but are summarised below.

Pupils

- Creating an environment where each child is an eager learner and which takes account of different learning styles
- Planning and preparing lessons to meet the needs of all pupils
- A good understanding of how to use children's interests to develop further enhanced learning opportunities
- Organising the classroom to stimulate, value and support all pupils' learning
- Promoting the general progress and well-being of individual pupils and class groups
- Maintaining a good code of conduct amongst pupils and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in school activities elsewhere
- Taking a pastoral role for any child in the school and reporting any concerns to the class teacher or the designated teacher for child protection.

Curriculum

- Planning and preparing exciting, purposeful lessons and keeping records up to date as outlined in school policies
- Advising and co-operating with the HT and other teachers on the development of the curriculum, methods of teaching, teaching styles, assessment and pastoral arrangements.

Assessment and Record Keeping

- Implementing agreed policies and practices for assessing, including recording and reporting on pupil's achievement. Make use of this information to celebrate achievement and to set individual and school targets.
- Assessing children's learning in the moment and extending their learning through play
- Assessing, recording and reporting on the development and progress of pupils to relevant audiences
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils
- Making reports and records on the social development of pupils
- Report to parents on the development, progress and attainment of pupils

Personal development

- Reflecting regularly on your methods of teaching and programmes of work
- Participating in arrangements to further your training and development as a teacher
- Participate in the performance management system for the appraisal of your own performance

Communication / Consultation

- Participating in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements
- Communicating and consulting with the parents of pupils

- Communicating and consulting with persons or agencies outside the school as appropriate as well as participate in meetings arranged for this purpose

Management / Administration

- Attend assemblies
- Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school provision or clubs
- Taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Contribute to whole school activities

Performance management

- Participating in any national/school arrangements
- To liaise closely and work with SENCO and EAL co-ordinator to ensure continuity of provision for all children in need of support.
- To inform and liaise with the Head / Deputy over any concerns
- To inform the appropriate members of staff of any safeguarding, Health and Safety issues and taking immediate action where necessary.
- To contribute actively to ideas and plans for whole school development
- To carry out any other specific duties that the Head Teacher may reasonably direct from time to time.

Subject Leader

- Leading school based insets in your curriculum area as appropriate
- Develop own expertise in the agreed subject area
- To keep abreast of the agreed subject area through research, continuous professional development etc.
- Monitoring planning and implementation of teaching and learning in your subject area across the school
- Monitoring and observing the work of colleagues in your subject area.
- Managing, collating, analysing and providing feedback to the Head Teacher and staff on the relevant data for your subject area where appropriate
- Preparing an annual action plan for your subject as part of the School Improvement Plan
- Evaluating and identifying strategies for improving pupil achievement in your subject area, take a lead in their implementation and measure their success
- Interpreting the requirements of the National Curriculum / Early Years' Foundation Stage and advise staff as necessary
- Advising and supporting colleagues in the implementation of the scheme of work for your subject
- Consulting with colleagues over the review and development of school policy relating to your subject and to report to governors on the outcome of the review
- Maintaining and keeping an updated inventory of all resources relating to your subject
- Accountable for any monies specified in the SIP for your subject
- Ensure 'best value' in the procurement of resources in the agreed subject area

- Responsible for any events, activities, or procedures and projects that are particular to the subject co-ordinated.
- Playing a key role in raising standards in your curriculum area.
- Network and liaise with colleagues in other schools

General duties:

You are required to carry out the professional duties of a teacher as set out in the most recent Academy's' Pay and Conditions Document.

In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation including Health and Safety and e-safety
- National Professional Standards for Teachers
- National Standards for Subject Leaders
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment

Castle Hill Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. We are an equal opportunities employer and we welcome applicants regardless of age, gender, ethnicity or religion

This job description will be reviewed at the beginning of each academic year and at other times if required. Any amendments will follow consultation with you and will be consistent with your conditions of employment.

Person Specification

RECEPTION/YEAR 1 Class Teacher

Please write your personal statement to the details provided in the person specification.

	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Excellent or Outstanding Teacher</p>	<p>Evidence of continuous professional development and commitment to further professional development</p>
Experience	<p>Experience of successful teaching in EY.</p> <p>Evidence of a high level of competence as a classroom teacher.</p>	<p>Varied teaching experience across EY/ KS1</p> <p>Evidence of involvement in wider school initiatives and issues</p>
Knowledge & Understanding	<p>An excellent knowledge and understanding of the EYFS curriculum.</p> <p>Excellent knowledge and understanding of providing feedback for impact.</p> <p>Excellent knowledge and understanding of assessment principles and reporting.</p> <p>An excellent understanding of how pupils learn best.</p> <p>An ability to promote the educational and personal development of pupils.</p> <p>High expectations and a commitment to raising standards for all pupils.</p>	<p>Excellent knowledge of the primary curriculum 3-11</p> <p>Knowledge of current educational developments</p> <p>A clear philosophy and vision of educational excellence.</p>
Skills and Attributes	<p>Knowledge of and commitment to equal opportunities.</p> <p>An ability to motivate and inspire others.</p> <p>An awareness of the principles of Assessment for Learning.</p> <p>An ability to encourage independent learning.</p> <p>An ability to create an effective, stimulating and visual learning environment.</p> <p>Excellent teamwork skills.</p> <p>Effective communication (both orally and in writing).</p> <p>Be willing to be involved in the whole life/extra-curricular activities.</p>	<p>A reflective individual who embraces change positively.</p> <p>Specialist subject skills.</p>

	A good sense of humour.	
Personal characteristics	<p>Able to foster excellent relationships with pupils of all ages throughout the school.</p> <p>Able to develop excellent working relationships with colleagues and all other stakeholders within the school and the wider community.</p> <p>Excellent at modelling the values, vision and ethos of the school.</p> <p>Good organisational skills and the capacity to work under pressure.</p> <p>High quality administration and record keeping skills.</p> <p>Ability to apply initiative and common sense to difficult situations.</p>	<p>Able to foster strong relationships with other professionals and external agencies.</p> <p>Adaptable and flexible at short notice.</p>

***All teaching posts are subject to an enhanced DBS check**