



## **Martley C E Primary School and Pre-School**

### **Outline Job Description**

#### **Employment details**

Job title:	Classroom teacher – EYFS Lead, Reception/Year 1 teacher
Type of position	Full Time
Salary:	Main Scale Equivalent

#### **Main duties/responsibilities**

##### **General duties**

Undertaking duties as required in the current 'Teachers' Standards'.

Displaying commitment to the ethos and success of a Church of England school.

Contributing to the school's process of self-evaluation and development.

Being familiar with the school's systems, structures, policies and procedures.

Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings.

##### **Teaching**

Delivering learning in accordance with the curriculum, national guidelines and the school's strategy.

Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.

Adapting teaching styles to suit all pupils and providing a supportive learning environment.

Differentiating resources and equipment so lessons can be accessed by all pupils including SEN pupils.

Self-evaluating their teaching to improve effectiveness.

Working collaboratively with colleagues including teaching assistants.

<b>Pupil support</b>
Carrying out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.
Working as part of a team to evaluate and develop pupils' learning needs.
Supporting the school's Behaviour Policy through effective classroom management.
Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
Being familiar with the 'Special Educational Needs and Disability Code of Practice: 0 to 25 years', and supporting pupils with SEND appropriately.
Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
<b>Monitoring and reporting</b>
Being committed to the school's target setting and monitoring systems for pupil progress.
Systematically assessing and recording pupils' academic progress and other areas of their progress, and using the results to inform sequences of lessons.
Monitoring pupils' work, providing feedback as appropriate and setting informed targets.
Delivering relevant national assessments and required information reporting in line with the appropriate frameworks.
Reporting on individual pupils' progress to the Senior Leadership Team and parents, as required.
<b>Training</b>
Keeping up-to-date with the requirements of the EYFS curriculum and national guidelines.
Undertaking relevant CPD both internally and externally as appropriate.
<b>Communication</b>
Liaising with the curriculum subject leads and Senior Leaders to ensure teaching is delivered in line with school expectations and goals.
Working with the SENDCO to ensure pupils with SEND are appropriately supported.
Working with the DSL and their deputies to ensure safeguarding is promoted.
Working with the designated teacher for LAC to support LAC and previously LAC.

## Person specification

	Essential	Desirable	Evidence
<b>Qualifications and training</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have QTS.</li> <li>• Be willing to undertake relevant CPD.</li> <li>• Enhanced DBS certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification</li> <li>• First aid training or willingness to train</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> </ul>
<b>Experience</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have previous experience of working in a school.</li> <li>• Previous, recent experience teaching EYFS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in partnership with parents</li> <li>• Experience working as part of a team</li> <li>• Experience working with pupils with SEND</li> <li>• Experience working with children who have challenging behaviour</li> <li>• Experience of working in a 'small' school'</li> <li>• Experience of leading a subject</li> </ul>	<ul style="list-style-type: none"> <li>• A I R</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• A sound and current understanding of the EYFS curriculum</li> <li>• Excellent behaviour management skills</li> <li>• Excellent inter-personal skills</li> <li>• The ability to work as part of a team</li> <li>• Excellent planning and organisational skills</li> <li>• Effective oral and written communication skills</li> <li>• Knowledge of EYFS assessment procedures</li> <li>• Awareness of the needs of pupils with SEND</li> <li>• Awareness and understanding of safeguarding procedures and practices</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the importance of parental involvement</li> <li>• Recent experience of communicating with all stakeholders involved in a school</li> <li>• Experience of using ICT for a variety of educational purposes.</li> <li>• Recent experience of working with SEND pupils</li> <li>• Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• A I R</li> </ul>

<b>Personal qualities</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"><li>• Be committed to teaching as a career</li><li>• Demonstrate a team working approach</li><li>• Supportive of their colleagues</li><li>• Have good attendance and punctuality</li><li>• Be proactive in the working environment</li><li>• Be enthusiastic and positive.</li><li>• Be able to anticipate workload and plan ahead.</li><li>• Be able to develop effective relationships with parents</li><li>• Be able to encourage and enable others to reach their full potential</li><li>• Sense of humour and positivity</li></ul>	<ul style="list-style-type: none"><li>• Self-confidence</li><li>• Ability to relate well to other professionals</li><li>• A flexible approach</li></ul>	A I R
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