Job Specification: Early Years/KS1 Teacher

**Role:**  Early Years and Key Stage 1 Teacher within the Village Schools Partnership

**Effective From:**  1st September 2023

**Salary Range:** MPS

**Line Manager:** Early Years Lead

**Job Purpose and main duties and responsibilities:** This Job Specification is not an exhaustive list of duties and may be amended at the Headteacher’s discretion. All members of the teaching staff team are required to carry out the duties of a teacher as set out in the current “School Teachers Pay and Conditions” document.

Key Aims

* Plan and deliver a full programme of teaching for an Early Years Foundation Stage and Year 1 class in line with the EYFS and Primary National Curriculum to ensure a broad, balanced, imaginative and ambitious curriculum
* Regularly assess, monitor and report on children’s progress in line with expectations of the DfE and the Village Schools Partnership policies and procedures
* Take responsibility for promoting and safeguarding the welfare of children within the Partnership at all times, in line with Partnership’s Safeguarding and Child Protection policies and procedures.
* Contribute to the wider life of the school and Partnership

Responsibilities: Teaching

* Keep up to date with current pedagogy and statutory government requirements
* Teach and administer classes so as to maximise the learning opportunities provided for each child, including regularly setting and marking children’s work and organising trips, visitors and other first-hand learning opportunities
* Prepare in advance and keep records of programmes of study which should include long, medium and short term plans, having knowledge of the policy documents currently in place for the organisation
* Participate in arrangements for further training and professional development as required
* Promote positive behaviour within the class and across the School and Partnership, in line with the Behaviour Policy
* Demonstrate consistently the positive attitudes, values and behaviour expected of all children.

Responsibilities: Pastoral

* Have regard for the general well-being of all children in the Partnership, but particularly for those in their class
* Have regard for the special educational and health needs of individual children, following advice from the SENDCO
* Work in partnership with parents/carers and other members of staff to promote and ensure the well-being safety and educational progress of all children
* Be aware of, and observe Partnership policies on health and safety requirements
* Be aware of current KCSIE reporting guidance and statutory frameworks

Induction, In-Service Training and Review

* Identify their own training needs, in consultation with the Headteacher as part of the annual performance review cycle
* Share appropriate INSET experience with colleagues
* Take part in the Partnership’s programme of monitoring and moderation
* Ensure that they have read and adhere to all relevant school policies, including Safeguarding and Health and Safety

School and Partnership

* Attend and contribute to staff meetings and parents’ meetings
* Develop and maintain productive professional relationships with all staff, parents and the local community
* Actively promote the school and Partnership within the community

Other responsibilities

* Support community, Partnership and school-wide events, attending additional meetings as required
* Work with external partners to improve outcomes in school for children

**Safeguarding**

The Village Schools Partnership has rigorous Safeguarding Children Procedures and is committed to the welfare of children. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check including satisfactory completion of the Staff Disqualification Declaration Form.

All staff must be aware of and comply with policies and procedures relating to health, safety, security, confidentiality and data protection and report all concerns

All staff must be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to this role, ensuring they keep their line manager informed of any concerns they have in relation to safeguarding and child protection.

