

## **The Wye Forest Federation**

This job description and person specification It is based on the [Teachers' Standards](#), and requirements in the [School Teachers' Pay and Conditions Document](#). Please refer to the above documents when reading this job description.

### **Job details**

**Job title:** Class teacher (EYFS/KS1)

**Salary:** main scale

**Hours:** Full time 1.0

**Contract type:** Short Term Contract

**Reporting to:** Sarah Helm, Executive Head Teacher

### **Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Duties and responsibilities**

#### **Teaching**

- Plan and deliver the teaching of KS1 and the Early Years Foundation Stage in line with the Primary National Curriculum and EYFS Framework
- Plan and teach well-structured lessons to assigned classes, following the Wye Forest Federation curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Plan lessons carefully with regard to the safety and well-being of pupils
- Set high expectations which inspire, motivate and challenge all pupils
- Promote good progress and outcomes by all pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Implement the EYFS Baseline for the Reception children in your class ensuring the requirements of the STA are fully met.
- Implement end of KS1 tests for the children in your class in year two ensuring the requirements of the STA are fully met.
- Keep up-to-date with current pedagogy and statutory government requirements pertaining to the EYFS and KS1

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the Wye Forest Federation's policies, practices and procedures, so as to support the Wye Forest Federation's values and vision
- Make a positive contribution to the wider life and ethos of the Wye Forest Federation
- Model and promote the Christian vision and values of the Wye Forest Federation

- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover during the course of your normal working hours, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Model and promote the behaviour expectations of the Wye Forest Federation
- Maintain an awareness of all day to day health & safety considerations

### **Professional development**

- Take part in the Wye Forest Federation's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers
- Communicate effectively with staff and governors

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the Wye Forest Federation
- Develop effective professional relationships with colleagues and governors

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Wye Forest Federation
- Have proper and professional regard for the ethos, vision, values, policies and practices of the Wye Forest Federation, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Other areas of responsibility**

- To be agreed according to experience and skills

The teacher will be required to safeguard and promote the welfare of children and young people, and follow The Wye Forest Federation policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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