



## Job Description: EYFS Class Teacher

**Job Title:** EYFS Class Teacher

**Scale:** MPS/ UPS

**Responsible to:** The EYFS Leader, The Deputy Head, Head Teacher and the Governing Body of the school

### Key responsibility and tasks:

- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold high professional standards.
- 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 non-teaching staff, parents and governors;

### As Class Teacher:

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- check work is understood and completed, monitor strengths and weaknesses, and recognise the level at which a pupil is achieving;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;

- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of technology to communicate with parents/carers and to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;\*
- Contribute to the whole school's planning activities.

**Relationships:** Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

*\*NB: A Newly Qualified Teacher (NQT) will not be expected to have lead responsibility for a subject.*

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

*At Milton Road Primary School we are committed to safeguarding and promoting the welfare of all pupils in our care and we expect staff and volunteers to share this firm commitment. Any offer of employment will be subject to an enhanced DBS check and two appropriate references.*



## Milton Road Primary School

### Class Teacher Person Specification

Essential	Desirable	Method of Assessment
<b>Educational Background/Training</b>		
Qualified Teacher Status	Evidence of further study	A
Relevant training or experience in teaching across the Key Stages	Evidence of continuous professional development and a commitment to further professional development	A
An enhanced DBS check will be required for this appointment		
<b>Experience</b>		
Experience of successful teaching across the Key Stages		A/I/
Experience of promoting positive behaviour conducive to learning		A/I/O
Experience of effectively managing a whole class and ensuring high quality outcomes from all pupils		A/I/O
Experience of using a range of resources, including IT, to support teaching and learning		A/I
Proven experience of raising standards for all pupils, including underachieving pupils		A/I

<b>Knowledge</b>		
Clear understanding of the National Curriculum across the Key Stages	Particular curriculum expertise	A/I/O
Demonstration of good subject and curriculum knowledge	Experience of subject leadership	A/I
The ability to plan and teach well-structured, exciting and stimulating lessons		A/I/O
Ability to adapt teaching to respond to the strengths and needs of all learners	Evidence of at least good progress being made by individuals or groups	A/I
Ability to manage behaviour effectively, making use of the school's behaviour policy.		A/I/O
Awareness of the principles and practice of equal opportunity	Evidence of Child Protection / Safeguarding INSET	A/I
<b>Skills</b>		
High quality interpersonal skills		A/I/O
Commitment to a consistent professional approach		A/I
Ability to work well in partnerships with parents and the local community with a wide range of stakeholders		A/I
High expectations of all pupils		A/I/O
<b>5 Personal</b>		
A solution-focussed mind-set and a determined "no-excuses" approach to teaching		A/I
Ability and keenness to promote the school's positive culture and ethos		A/I
Excellent role model		A/I/O
Enthusiasm, determination and drive to contribute positively to the staff team		A/I/O

Well organised		A/I/O
Pro-active		A/I/O
Creative		A/I/O

**Key - Method of Assessment**    A = Application Form    I = Interview    O = Observation

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