

Job Description: Class Teacher

Job Title:	EYFS Class Teacher
Contract Type:	Full Time / Part Time Permanent
Hours of Work:	32.5 hours per week Full Time
Salary:	Main Scale
Responsible to	Headteacher

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 teach well-structured lessons that meet the individual needs of all pupils in assigned classes, including those with additional learning needs.
- Follow the school's curriculum plans and schemes of work, adapting them appropriately to meet individual learning needs
- Assess, monitor, record and report on pupils' learning needs, progress and achievements, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which are aspirational yet realistic, ensuring pupils are challenged appropriately and supported to achieve their full potential
- Promote good progress and outcomes for all pupils,
- Demonstrate strong subject and curriculum knowledge and use a range of specialist teaching approaches to engage and support learners
- Have where applicable, an understanding of the relevant National Curriculum and the end of year expectations
- Have a strong understanding of individual Education, Health and Care Plans (EHCPs) and ensure teaching is closely aligned to outcomes and provision targets
- Be familiar with subject specific health and safety requirements, and plan lessons to avoid potential hazards.
- Participate in arrangements for preparing pupils for external tests
- using a variety of teaching styles or methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, Computing and other sources

- preparing children for National Assessment and Tests, including the organisation of any intervention programmes.
- Use effective questioning, careful observation and responsive teaching to identify and address misconceptions in learning and communication
- reflecting and evaluating own teaching frequently against Teachers Standards to improve effectiveness.
- Provide a safe, structured and calm classroom environment where pupils feel secure and able to learn
- Maintain high standards of classroom organisation and display, supporting communication, independence and engagement
- Manage behaviour effectively using positive behaviour support strategies, de-escalation approaches and individual behaviour plans where appropriate
- Supervise pupils throughout the school day, ensuring safety, consistency and predictable routines
- Set and mark home learning where appropriate, in line with school policy and pupil needs
- Contribute to pastoral support for pupils, including transition planning between key stages and settings

Curriculum

- Ensure that the expectations of Early Years Framework or the National Curriculum 2014 are being met within the year group that you are planning for.
- Be aware of the varied needs and abilities of the children and then reflect this in both the planning and the implementation of the National Curriculum.
- Set appropriate work so that a child may work to his/her full potential and encourage children to take a pride in the presentation of their work, expecting excellence at all times.
- Review and evaluate curriculum planning and the effectiveness of its implementation each year.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of school policies and practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work collaboratively with colleagues to ensure coordinated outcomes for pupils across curriculum
- Provide cover, where required, in line with school expectations

Health, Safety and Discipline

- Promote the safety, wellbeing and emotional regulation of pupils at all times
- Maintain high standards of safeguarding and child protection practice in line with statutory guidance
- Use positive behaviour support strategies to ensure a safe and supportive learning environment
- Maintain calm, consistent and structured classroom management approaches appropriate to pupils' needs

Professional Development

- Participate in the school's appraisal process
- Engage in ongoing professional development in order to improve own teaching
- Reflect on practice and adapt teaching in response to feedback, training and research-based approaches
- Contribute to the professional development of colleagues where appropriate

Communication

- Communicate effectively and regularly with parents and carers regarding pupils' progress, wellbeing and needs
- Use appropriate communication methods to ensure accessibility for families
- Work closely with external professionals, including health professionals and local authority services
- Attend and contribute to professional meetings
- Maintain accurate and professional written communication and records

Working with Colleagues and Other Professionals

- Collaborate effectively with teaching assistants, support staff and other professionals to ensure consistent and effective support for pupils

- Develop effective professional relationships with colleagues
- Work as part of a team to support holistic outcomes for pupils
- Share good practice and contribute to team development and consistency across the school

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, 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 within the classroom to ensure effective delivery of learning and support
- Ensure teaching assistants understand their roles and are deployed effectively to support pupil learning and independence
- Contribute to the induction, training and development of support staff
- Use and manage resources effectively, including SEND resources, sensory equipment and communication aids

Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education and Prevent duty) and school's child Protection and Safeguarding policies
- Work closely with the Designated Safeguarding Lead (DSL) to report and respond to concerns appropriately
- Promote the safeguarding, welfare and emotional wellbeing of all pupils at all times

Administrative Duties

- Maintain accurate attendance records for pupils
- Ensure that all Termly Overviews required for your class / year groups are available and ready for the start of each term.
- Complete and maintain individual records, including EHCP-related documentation, assessment data and pupil progress information
- Ensure planning is completed, adapted and shared in line with school systems and deadlines
- Maintain up-to-date records of pupil needs, including changes in behaviour, medical needs, communication needs and home circumstances
- Contribute to reports for parents, EHCP reviews and external agencies as required
- Ensure all relevant documentation is completed for off-site activities and learning outside the classroom

Monitoring, Assessment, Recording and Reporting

- Assess the effectiveness of teaching strategies in supporting pupil progress
- Track and evaluate pupil progress against EHCP outcomes and/or individual targets
- Maintain accurate assessment records using school systems
- Use assessment data to inform planning and next steps in learning
- Identify concerns in pupil progress or wellbeing and escalate appropriately
- Provide clear, informative reports for parents, carers and external agencies

Other Professional Requirements

- Maintain professional knowledge of teachers' professional duties, safeguarding and statutory responsibilities
- Work within all school policies and procedures at all times
- Maintain high standards of attendance, punctuality and professional conduct
- Support the wider life of the school and contribute to its ethos and development
- Take responsibility for ongoing professional learning and development

- Work collaboratively with parents, governors and external agencies
- Undertake any additional responsibilities appropriate to the role, as directed by the Headteacher or line manager

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.

This job description may be amended at any time following discussion between the Headteacher and the postholder, and will be reviewed annually.