



JOB DESCRIPTION

Job Title:

Early Years Class Teacher

Location:

Cedar Road Primary School

Job Purpose:

To carry out professional duties and to have responsibility for an assigned class in Early Years.

To carry out appropriate planning, teaching, marking and assessment activities so each child can achieve their potential.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Headteacher & Deputy Head Teacher

Grade:

M1 - M6 (**ECTs welcome to apply**)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ To create and manage a caring, supportive, purposeful, attractive, and stimulating environment which is conducive to children's learning.
- ★ To plan and prepare lessons to deliver the school's curriculum, ensuring breadth and balance in all subjects.
- ★ To identify clear teaching objectives and learning outcomes, with appropriate differentiation, challenge, support and maintain with high expectations.
- ★ To maintain good order and discipline among the pupils, safeguarding their health and safety following school procedures and policies.
- ★ To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- ★ To plan opportunities to develop the social, emotional, and cultural aspects of pupils' learning.
- ★ To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- ★ To prepare appropriate records for the transfer of pupils.
- ★ To ensure effective use of support staff within the classroom, including parent helpers.
- ★ To participate in staff meetings as required.
- ★ To contribute to the development and co-ordination of a particular area of the curriculum.
- ★ To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- ★ To ensure that school policies are reflected in daily practice.
- ★ To communicate and consult with parents over all aspects of their children's education - academic, social, and emotional.
- ★ To liaise with outside agencies when appropriate e.g., Educational Psychologist.
- ★ To continue professional development, maintaining a portfolio of training undertaken.
- ★ To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- ★ To support the Headteacher in promoting the ethos of the school.
- ★ To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- ★ To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- ★ To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- ★ An annual review of this job description and allocation of responsibilities will take place as part of the Appraisal Review.
- ★ In addition, carry out other duties as reasonably required by the Head.

KNOWLEDGE/SKILLS/EXPERTISE

- ★ An ability to inspire staff and pupils alike through your passion and commitment to raising standards in the classroom.
- ★ A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively in the Early Years.
- ★ A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively through Foundation Subjects/Areas of Learning.
- ★ A thorough understanding of the national curriculum and a range of assessment requirements and arrangements.
- ★ A clear understanding of age-related expectations for children within the Primary phases.
- ★ Know how to use local, national and statistics to evaluate the effectiveness of teaching.
- ★ Knowledge and understanding of the implications of equal opportunities, multicultural education, and inclusion.
- ★ Strong application of ICT to enhance children's learning.
- ★ Know the legal requirements, national policy, and guidance on the safeguarding of children.
- ★ Ability to work well as part of a team.
- ★ An understanding of classroom roles and responsibilities.
- ★ Able to use basic IT including computer, audio, video equipment and photocopier.
- ★ An ability to offer after school clubs to nurture interest and development of children.
- ★ Successful liaising with additional providers of services to school to support the development of children in this way.
- ★ A commitment to the school's profile in your curriculum subject being raised and promoted.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Qualified Teacher Status	√		1
★ A degree or equivalent qualification		√	1
★ Good numeracy and literacy skills	√		1
★ Experience of working with relevant age groups within a learning environment	√		1/3
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★ Experience and success in leading a curriculum area (core or foundation subjects.)		√	1/3
★ Good to outstanding judgments made through teacher appraisal		√	3
★ Evidence of in-service professional development		√	1/3
Skills and Knowledge			
★ Ability to work well as part of a team	√		
★ An ability to inspire staff and pupils alike through your passion and commitment to raising standards in the classroom.	√		3
★ A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.	√		3
★ A thorough understanding of the EYFS/National Curriculum and a range of assessment requirements and arrangements.	√		3

★ A clear understanding of age-related expectations for children within the EYFS/Primary phases. Know how to use local, national and statistics to evaluate the effectiveness of teaching.	✓		3
★ An understanding of classroom roles and responsibilities	✓		3
★ Know the EYFS Statutory Framework, legal requirements, national policy and guidance on the safeguarding of children		✓	3
★ Strong application of ICT to enhance children's learning	✓		3
★ Good keyboard skills and knowledge of relevant IT packages	✓		3
★ Knowledge of relevant policies and codes of practice and awareness of relevant legislation	✓		3
★ Ability to relate well to children	✓		3
★ Ability to relate well to adults	✓		3
★ Ability and willingness to identify own training needs and participate in training	✓		3
★ To be responsible for promoting and safeguarding the welfare of children and young people within the school	✓		3
★ Ability to observe, monitor and provide constructive feedback on pupils progress		✓	3
★ An ability to offer after school clubs to nurture interest and development of children		✓	3
★ Successful liaising with additional providers of services to school to support the development of children in this way.		✓	3
★ A commitment to the school's profile in the area of your curriculum subject being raised and promoted.		✓	3
Personal Qualities and Ethos			
★ Hardworking	✓		
★ Effective communicator	✓		
★ Flexibility and initiative	✓		
Equal Opportunities			

★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	√		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	√		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	√		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	√		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	√		

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.