



## **JOB DESCRIPTION FOR EARLY YEARS FOUNDATION STAGE CLASS TEACHER**

**JOB TITLE:** Teacher

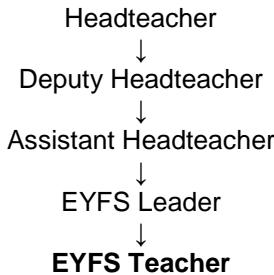
**RESPONSIBLE TO:** Head Teacher

**GRADE:** Main Scale or Upper Pay Scale

**PURPOSE OF POST:** The post holder is a teacher in the Early Years Foundation Stage. The teacher will contribute to the School Plan by supporting the ethos, aims and vision of the school in accordance with the five outcomes in Every Child Matters:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

### **ORGANISATION CHART:**



### **MAIN DUTIES AND RESPONSIBILITIES**

1. The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document, including Annex 1 for post Threshold teachers, and will undertake class teaching in a designated year group.
2. Assist in whole school, year group and lesson planning which meets the needs of all pupils.
3. Work as part of a curriculum team, including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Leadership Team.
4. Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.
5. Support the school's performance management process, coaching and mentoring colleagues and PGCE/ITT students, as required, monitoring some teaching in the curriculum area and the input of class support staff.
6. Contribute to the effective deployment of support staff and resources (ICT and resources) within the class.
7. Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, parental evenings.

8. Ensure personal professional development, being up to date in national and local developments, participating in whole school and individualised INSET and sharing with others.

**DIMENSIONS:**

**Financial Resources:** Agreed annual budget for subject area if applicable

**Other:** None

**CRB:** Because of the nature of this job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School/Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

**CVs will not be accepted for any posts based in schools.**

### Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected.

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Teaching in the relevant age group.  Using data to inform target setting and planning.	1,2  1,2		
<b>Skills/Abilities</b>	Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies).  Able to use IT to support both the curriculum and work organisation.  Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.  Able to monitor and evaluate teaching and learning.  Able to identify the necessary resources which ensure high quality teaching and learning.  Able to assess the needs of individuals to inform lesson planning.  Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly.  Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2  1,2  1,2  1,2  1,2  1,2,5  5  1,2,5		
<b>Competencies</b>	Able to demonstrate appropriate motivation to work with young people.  Able to form appropriate relationships with young people.  Emotional resilience in working with challenging behaviours.  Appropriate attitudes to use of authority and maintaining discipline.	1,2  1,2  1,2  1,2		

<b>Equality Issues</b>	Demonstrate commitment to inclusive teaching and learning. Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	2,5 1,2		
<b>Specialist Knowledge</b>	Subject/KS, curriculum knowledge.	1,2		
<b>Education and Training</b>	Qualified Teacher Status. Evidence of on-going CPD.	4 1,2	Evidence of meeting the threshold standards.  Sustained and substantial performance in threshold standards.	1,2 1,2
<b>Other Requirement</b>				

**( 1=Application Form, 2=Interview, 3=Test, 4=Proof of Qualification, 5=Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that school's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)
- (iv) Code of Conduct

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