

 <p>Tudor Grange Academies Trust</p>	<p><b>EYFS Class Teacher</b>  <b>Tudor Grange Primary Academy</b>  <b>Perdiswell</b>  <b>Main scale 1 – 6</b>  <b>Job Description</b></p>
<p><b>Job Purpose</b></p>	
<p>To carry out the professional duties of a teacher defined within the current ‘School teachers’ pay and conditions document and guidance on school teachers’ pay and conditions.’</p>	
<p><b>Key responsibilities</b></p>	
<p><b>Areas of Responsibility and Key Tasks</b></p> <p><b>a) Planning, Teaching and Class Management</b></p> <p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• identifying clear teaching objectives and specifying how they will be taught and assessed;</li> <li>• setting tasks which challenge pupils and ensure high levels of interest;</li> <li>• setting appropriate and demanding expectations;</li> <li>• setting clear targets, building on prior attainment;</li> <li>• identifying SEND or very able pupils;</li> <li>• planning and delivering clear structures for lessons maintaining pace, motivation and challenge;</li> <li>• making effective use of assessment;</li> <li>• ensuring effective teaching and best use of available time;</li> <li>• maintaining discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>• using a variety of teaching methods to:             <ol style="list-style-type: none"> <li>1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary</li> <li>2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions</li> <li>3. select appropriate learning resources and develop study skills through library, I.T. and other sources;</li> </ol> </li> <li>• ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate</li> <li>• to the subject taught;</li> <li>• evaluating own teaching critically to improve effectiveness;</li> <li>• ensuring the effective and efficient deployment of classroom support</li> <li>• taking account of pupils’ needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;</li> </ul>	

- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, listen attentively and challenge thinking;
- using a variety of teaching strategies which involve planned adult intervention, firsthand experience and play and talk as a vehicle for learning.

#### **b) Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, LA and school procedures;
- prepare and present informative reports to parents.

#### **c) Curriculum Development**

- Have lead responsibility for a subject or aspect of the school's work and develop and deliver plans which identify clear targets and success criteria for its development and / or maintenance;
- Contribute to the whole school's planning activities.

#### **d) Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the ethos of school and promote school values of joy, love and respect and the Trust values;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, phase and pupils;
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- take part in marketing and liaison activities such as Open Evenings and Parents Evenings;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

#### **e) Safeguarding**

Tudor Grange Primary Academy Perdiswell is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and

safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**f) Health & Safety**

Health and safety laws require all employees to help Tudor Grange Primary Academy Perdiswell maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures, and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

**g) Information Management**

As an employee of Tudor Grange Primary Academy Perdiswell, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

**h) Policies & Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**i) Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Tudor Grange Primary Academy Perdiswell therefore retains the right to amend job descriptions to reflect changing requirements.

<b>Line Manager:</b>	Principal
----------------------	-----------

<b>Post holder signature</b>	
<b>Printed name</b>	
<b>Date</b>	