

JOB PROFILE

POST TITLE:	Early Years Class Teacher
JOB PURPOSE	To ensure the effective teaching in the Early Years Curriculum so that pupils develop skills & knowledge and are prepared for Year 1
GRADE:	Main Teacher Scale
RESPONSIBLE TO:	Head teacher

MAIN DUTIES AND RESPONSIBILITIES

The Teacher is responsible for the teaching of pupils of all abilities in a Primary setting. The fluid nature of the development of the school will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

Curriculum

The class teacher will be required to:

- Ensure that the aims of curriculum and the knowledge, skills and attitude to be imparted to pupils through the curriculum, are in keeping with the aims of the school.
- Work with colleagues on the development and delivery of courses, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements appropriate to the delivery of the curriculum.
- Plan and prepare resources and lessons.
- Deliver and mark the work of pupils.
- Assess, record and report on pupil progress, and on the personal and social needs of students.
- Promote the progress and well-being of individuals and classes.
- Ensure that pupils with special needs, gifted or less able, are catered for appropriately; to liaise with the SENCO on pupils with learning difficulties.
- Play an active part in ensuring that all pupils are working to their potential and achieving improved standards.
- Provide guidance on educational and social matters.
- Participate in all arrangements for assessment.
- Review methods of teaching and programmes of work.
- Communicate and consult with parents of pupils.
- Communicate with appropriate persons or bodies outside the school.
- Participate in statutory arrangements for appraisal.
- Participate in arrangements for training and professional development.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school
- Ensure that Health and Safety issues are properly understood and procedures followed.
- Ensure that all safeguarding policies and procedures are adhered to.

Staff

The class teacher will be required to:

- Co-operate with colleagues on all professional matters.
- Direct support staff effectively to ensure pupils make progress.

Communication and meetings

The class teacher will be required to:

- Attend and contribute to appropriate meetings.
- Support effective communication by forwarding topics / issues for consideration at meetings and any relevant documentation.

Note: The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description.



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding pupils.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Qualified Teacher status	Y	
Appropriate numeracy and literacy qualifications	Y	
Evidence of continuing professional development	Y	
Experience		
A good understanding of early years practice	Y	
The experience of supporting pupils of differing abilities and backgrounds	Y	
Experience of teaching early years pupils	Y	
Experience of teaching pupils from the age of 2		Y
Experience of working in mixed age classes		Y
Experience of the OFSTED inspection		Y
Experience of delivering statutory Early Years assessments		Y
Knowledge and Skills		
A thorough knowledge of and enthusiasm of the EYFS curriculum	Y	
A good understanding of how children learn and can actively promote and support developments in teaching and learning	Y	
Have high expectations of pupil achievement and behaviour	Y	
Demonstrable track record of success	Y	
A competent user of ICT	Y	
Experience of delivering a phonics programme		Y
An understanding of the Early Years Development Journal and how it supports you as a class teacher		Y
A good understanding of Relational Positive Regard as an approach to support pupils		Y

Professional Characteristics

An outstanding teacher	Y	
An ability to use strategies to improve pupil attainment	Y	
Excellent organiser	Y	
An ability be an active team member, to achieve the Academy's aims	Y	
An ability to communicate clearly to a number of different audiences	Y	
An ability to encourage and motivate and enable pupils to achieve well	Y	
An ability to promote strong links with parents and the wider community	Y	
Enthusiasm	Y	
Sense of humour	Y	
Good interpersonal skills	Y	
The drive to make a difference	Y	

Signed: _____

Date: _____

Print name: _____