



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

Headteacher: Mrs Helen Watson

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Maternity Cover Early Years Teacher Job Description – Salary Range **MPS**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. This role is temporary from September 2026 until March 2027 to cover a maternity leave.

Responsible to:

- Headteacher.

Main purpose:

- To carry out professional duties and to have responsibility for an assigned class.
- 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
- 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

- To plan and implement learning activities in accordance with school requirements
- To support the learning of individuals or groups of pupils to ensure that all children achieve to the best of their ability
- To establish good relationships with pupils, acting as a role model and being aware and responding appropriately to individual needs
- To plan and implement learning opportunities which engage children and stimulate their curiosity and interest in all areas of the EYFS curriculum
- To provide high quality phonics teaching
- To maintain records and carry out assessment activities in accordance with school requirements
- To contribute to positive behaviours throughout the school by encouraging all pupils to maintain high standards of behaviours
- To ensure total commitment to Safeguarding and Child Protection procedures that are followed, reporting all concerns to the headteacher
- To encourage pupils to interact with others, and engage in activities led by the teacher.

- To encourage pupils to act independently as appropriate
- To ensure the health and safety and good behaviour of pupils at all times
- To prepare and use specialist equipment/resource/materials as required by staff/curriculum/lesson plans
- To help create and maintain a purposeful, orderly and productive working environment
- To enrich the curriculum with trips and visits to enhance the learning experience for all children
- To direct and supervise support staff assigned to pupils with additional needs and/or lessons
- To be responsible for monitoring and reporting to parents/carers on the progress of pupils in accordance with school requirements

Working in our school team

- To understand and support school policies for communicating with parents and carers; care and well-being of pupils and school policy for confidentiality
- To be aware of and comply with policies and procedures related to child protection, health, safety and security and data protection, reporting all concerns to the headteacher.
- To be aware of and support all children and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos, work and aims of the school
- To appreciate and support the roles of other professionals
- To attend relevant meetings as required during the school day
- To participate in training and other learning activities and performance development as required
- To prepare learning resources as required
- Raise any concerns with the appropriate member of staff in a timely manner.
- Supervise children at lunchtime
- Run clubs as appropriate
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To undertake agreed learning activities/ teaching programmes for individuals or groups of children e.g. intervention programmes
- To assist with the supervision of pupils out of lesson time as necessary for their safety
- Be proactive in matters relating to health and safety.
- Maintain appropriate confidentiality about children and the school.
- Be publicly supportive of the school and its staff at all times.

The school is committed to safeguarding and promoting the well-being and safety of all pupils and expects staff to share this ethos. Enhanced DBS checks are required for this post.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time in consultation with the postholder.