



Writtle Infant School

A very special place, where learning has no limits.

Headteacher: Mrs. Helen Castell | Deputy Headteacher: Mrs. Tracey Wilson

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JOB DESCRIPTION – CLASS TEACHER

Post Class Teacher EYFS. MPR
Responsible to Headteacher/Senior Leadership Team

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

GENERAL DUTIES

The education and welfare of a designated class of EYFS pupils in accordance with the requirements of Conditions of Employment of School Teachers having due regard to the requirements of the National Curriculum, the values of Writtle Infant School, its aims, objectives, curricular policies and any policies of the Governing Body of Writtle Infant School. To share in the responsibility for the well-being and discipline of all pupils, families and staff.

The Conditions of Employment for School Teachers as outlined in the School Teachers Pay and Conditions Document. These specify the general professional duties of all teachers. In addition to these, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

PARTICULAR DUTIES

- To take on new initiatives that have first been discussed with Head/Senior Leadership team.
- To work within EYFS, using the In The Moment Planning approach.
- In the absence of the Head to support Senior staff by taking on extra duties e.g. supervising pupils at the end of playtimes/lunchtimes if needed.
- To lead, advise and co-ordinate curriculum area/areas throughout the school.

MAIN ACTIVITIES

To be responsible for the development and implementation of policy for a subject area to be decided. In respect of this to:

- Assess and evaluate present practice, provision and resources.
- Consult with staff to review the written policies as identified in the cycle of review.
- Be aware of the changes and development in the curriculum area.
- Advise staff in planning, assessment procedures and subject focus content and arrange/lead training as needed.
- Maintain and develop a curriculum co-ordinators file using the schools template.