



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Early Years Class Teacher – 0.4FTE</b>
<b>School:</b>	<b>St George's C of E Primary School</b>
<b>Scale:</b>	<b>Main Pay Range</b>
<b>Responsible to:</b>	<b>Headteacher/Assistant Headteacher</b>

*We are a caring Christian community  
We help and respect each other  
We enjoy learning and embrace challenges  
We persevere and learn from our mistakes  
So we can grow into enthusiastic, confident learners for life.*

St George's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are a small school with small cohorts. This post will often involve teaching a mixed EYFS/Year 1 class.

This job description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers (2014).

In accordance with the school's policies and under the direction of the Headteacher:

### **Job Purpose:**

- To enable young children to make good progress in their learning by building upon the skills they have when they join the school
- To assist all pupils to develop emotional security, self-belief and mature social skills
- To assist all children to develop a love of learning and an excitement about coming to school

### **Planning, teaching and Managing Pupil Learning**

To create a high quality, rich, stimulating and enabling learning environment by:

- setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning
- setting clear targets for pupils' learning that build on prior attainment
- identifying pupils who:
  - have special educational needs
  - are high attainers
  - are not yet fluent in English

*Learning for Life*

- Ensuring that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding.
- Making effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning.
- Demonstrating consistent and effective use of a range of appropriate strategies for teaching and classroom management.
- Ensuring effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils' learning time is used efficiently.
- Establishing and maintaining a purposeful learning atmosphere.
- Establishing a safe, clean and secure learning environment which promotes pupils' confidence.
- Evaluating your own teaching critically and use this to improve your effectiveness.

### **Assessment, Recording and Reporting**

- To demonstrate consistent and effective planning of learning activities to meet pupils' learning needs.
- To demonstrate consistent and effective use of information to form well-grounded expectations of pupils.
- To assess, record and report on the development, progress and attainment of the pupils in the class.
- To demonstrate consistent and effective monitoring of progress to give clear and constructive feedback.
- Maintain good organisation and accurate assessments so that they offer a clear record of pupils' progress and complete an EYFS profile for each child.
- Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
- Understand the expectations of the Framework for the Early Foundation Stage.

### **Performance Management and Professional Development**

- To participate in arrangements for the appraisal of performance.
- To keep under review methods of teaching and programmes of work; and participate in arrangements for further training and professional development as a teacher.
- To use the outcomes from professional development to improve teaching and pupils' learning.
- To select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To take part in ordering and monitoring the use of resources.

### **Management and Administration**

- To attend Collective Worship, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils within the class. This includes attending termly parent consultations.
- Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.
- To communicate and co-operate with the persons or bodies outside the school and participate in meetings arranged for any of the purposes described.
- To manage or supervise anyone providing support in the class.
- Be responsible for the line management of teaching assistants in the classroom
- Participate in administrative and organisational tasks related to the responsibilities described above.
- Support students on placement.

### **Professional Characteristics**

- To demonstrate high expectations and self-evaluation.
- To promote the Christian ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- Contribute to and support the overall ethos/work/aims of the school.
- To carry out particular duties as may reasonably be assigned to you by the Headteacher.

### **Review and Amendment**

This job description is normally subject to annual review. It may be amended at the request of the head teacher or the post holder but only after full consultation with the post holder.

Signed (Postholder):

Date:

Signed (Headteacher):

Date: