



St. Mary's C. of E. Primary School

St. Mary's CE (VA) Primary School Burnham-on-Crouch EYFS Jobshare Class Teacher Job Description



Post title: EYFS Jobshare Teacher

Responsible to: Headteacher

Pay scale: Main scale/UPS

Job Title	Teacher
	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
Job Purpose	<ul style="list-style-type: none"> To share responsibility for the Early Years class To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to lead designated curriculum areas as appropriate. To monitor and support the overall progress and development of pupils as a teacher To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential To contribute to raising standards of pupil attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Teaching and Assessment	<ul style="list-style-type: none"> To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required To provide or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that computing, literacy and numeracy are all incorporated into the integrated curriculum where appropriate To undertake a designated programme of teaching To ensure a high quality learning experience for pupils which meets internal and external quality standards To prepare and update subject materials To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework To mark, grade and give written/verbal and diagnostic feedback as required To set appropriately targets for pupils in line with school policy and procedure as required To carry out tracking and analysis of pupils' assessment data and ensure that this continues to contribute to the raising of standards To maintain appropriate records and to provide relevant accurate and up to date information for Management Information Systems, registers, target tracking data etc. To complete the relevant documentation and summaries to contribute proactively to school standards' meetings assist in the tracking of pupils and groups
Professional Development	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development To continue personal development in the relevant areas including subject knowledge and teaching methods To continually review methods of teaching and programmes of work To participate in peer learning through lesson observations with colleagues to raise standards of achievement and to evaluate practice To engage actively in the Performance Management Review process To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school To remain up to date with changes and developments in the structure of the curriculum

Curriculum Development	<ul style="list-style-type: none"> • To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria • To seek / implement modification and improvement where required • To 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
Leadership	<ul style="list-style-type: none"> • To lead a specific subject area or areas by keeping up to date with current educational practice and implementing new initiatives in the school at the direction of the Senior Leadership Team • To ensure that the subject area is adequately resourced • To prepare a subject action plan and annual review and manage an allocated budget • To analyse the achievement and progress data for the subject area and report back to the Senior Leadership Team with areas for development and strategies to address these
Communication	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate • Build good relationships with all school stakeholders • Promote mutual respect between individuals and groups • Where appropriate, to communicate and liaise with outside agencies • To take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
Management of Resources	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials • To identify resource needs and to contribute to the efficient / effective use of physical resources • To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the pupils • Organising the classroom and learning resources to create a positive learning environment
Ethos and Community	<ul style="list-style-type: none"> • To play a full part in the life of the school community • To support the school's Christian ethos and relationships with St. Mary's Church • To promote a positive atmosphere in which every individual feels valued
Safeguarding	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young people and follow the school's Child Protection Policy and Procedures
Other Duties	<ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • To demonstrate high standards of personal integrity, loyalty, discretion and professionalism • To support school events and activities which from time to time will take place outside of the school day • To undertake any professional duties reasonably delegated to him/her by the Headteacher

The Governing Body of St. Mary's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Postholder's Signature _____ Date _____

Headteacher's Signature _____ Date _____