



# Job Description – EYFS Teacher

**Job Title:** Class Teacher for EYFS (Fixed Term)

**Subject Coordinator:** TBC

**Reporting to:** Headteacher, Deputy Headteacher and Governors

**Purpose of the role:** Teachers play a critical role in the life of the School. They provide a role model for teaching and learning, make a distinctive contribution to raising achievement and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve outcomes for children.

They share and support corporate responsibility for the well-being, education and discipline of all pupils.

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description may be amended at any time following the discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.

## Core Requirements

In fulfilling the requirements of the post, the Teacher will demonstrate essential professional characteristics and, in particular, will:

- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues in the classroom and throughout the school
- Demonstrate reflective practice and a desire to continually improve
- Demonstrate the ability to engage and motivate pupil
- Contribute to school improvement/ development planning and work with the team to achieve identified targets

- Use the Performance Management process to advance pupils' learning and enhance professional practice in line with the school's aspirations and priorities
- Contribute to the development and implementation of school policies and procedures, ensuring they are followed consistently
- Have responsibility for a foundation subject and develop and implement subject development plans which clearly identify targets and success criteria
- Promote effective channels of communication and partnerships between parents and carers and the school and maintain active partnerships with parents
- Network and liaise with colleagues in other schools to support professional development, share good practice and ensure equity.
- Promote the wider aspirations and values of the school

## **Areas of Responsibility and Core Tasks**

### **➤ *Planning, Teaching and Class Management***

Teach allocated pupils to a high standard by planning to achieve progressions of learning through:

- Positively targeting and supporting individual's needs via reflective practice, in depth assessments and the effective development and implementing of Individual Support Plans to facilitate appropriate, consistent progress for pupils across all aspects of their development
- Understanding and utilising a range of effective teaching approaches and strategies according to the individual needs of each pupil.
- Creating a safe, high quality learning environment which promotes pupils' wellbeing and learning
- Positively promoting high levels of behaviour and regulation techniques
- Incorporating National strategies as appropriate in all teaching
- Demonstrating consistent and effective planning of lessons and sequences of lessons which are well matched to individual pupils' needs and excite and engage pupils
- Creating positive working relationships with members of the wider team
- Working in partnership with parents and carers, sharing information to promote pupils' development

## ➤ **Monitoring, Assessment, Recording and Reporting**

Promote pupil progress in all aspects of their development and demonstrate high aspirations for all pupils by:

- Carrying out accurate formative and summative assessments using a wide range of evidence, including observational assessments, to inform planning and teaching
- Providing pupils with clear and constructive feedback, verbally and written
- Demonstrating consistent and effective monitoring of pupil progress, including using pupil performance data, and setting appropriate targets for improvement; demonstrating effective use of all available information to set well-grounded expectations for all pupils
- Playing a key role in pupil progress meetings, parent/ teacher consultations and the review process

## ➤ **Manage Own Performance and Development**

- Continuously reflecting on own practice, reviewing what works well and discussing and sharing ideas for improvement with colleagues.
- Keeping up-to-date on new research with your key stage lead and in your subject area of responsibility
- Identifying personal areas for professional development.
- Seeking and embracing professional development opportunities in line with personal goals and school priorities.
- Applying new knowledge and skills to own practice, identifying impact and sharing outcomes with colleagues.

## ➤ **Subject Coordinator Duties (Subject: TBC)**

- Develop own expertise in the subject area
- Demonstrate sound knowledge and understanding of the subject and keep abreast of the subject area through research, CPD etc.
- Act as a consultant to colleagues to support planning, assessment and target setting and identify opportunities to develop key skills
- Work in partnership with other subject co-ordinators to identify opportunities for links with other subject
- Oversee the effective use of curriculum resources in the subject
- Ensure 'Best Value' in the procurement of curriculum resources for the subject

- Ensure legal compliance with statutory curriculum guidance in the above subjects
- Monitor and assist in the evaluation of the delivery of the above subject areas across the school through work scrutiny, observations, discussions with staff and pupils and data analysis and create, implement and review subject development plans to support school improvement.
- Support the professional development of colleagues by delivering training/ staff meetings where appropriate and signposting to relevant training
- Work with senior leaders and other colleagues to provide subject related information for parents and carers and preparing and delivering Parents' Workshops where appropriate
- Promote the subject on the school website and in publications such as the school prospectus, ensuring content is current and of high quality

➤ **Contribute to School Life & Standards**

- Always following school policies and procedures and acting as a positive role model for others.
- Developing effective working relationships with colleagues, promoting strong lines of communication and deploying Teaching Assistant to effectively provide targeted support for pupils.
- Providing regular, constructive feedback and guidance to Teaching Assistant
- Attending and contributing to staff meetings

**Other Duties**

- To undertake such other tasks and responsibilities as the Headteacher may reasonably require which are consistent with the statutory and contractual duties of a Teacher.

*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 post holder will be expected to undertake duties in line with the professional standards for qualified Teachers.*