



JOB DESCRIPTION POST: EYFS / KS1 CLASS TEACHER

GRADE: Main Scale

All Saints CE Infant and Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PURPOSE OF THE POST

To ensure the highest possible of standards of education of the pupils for whom the teacher has class/group responsibility.

To ensure the appropriate levels of development for pupils within class group.

To assume continuity of policy and curriculum promoting equal opportunities for all.

DUTIES AND RESPONSIBILITIES

1. To work in liaison, contact and co-operation with: other members of staff; support and advisory services employees; organisations and networks relevant to the teacher's duties including the Diocese of Southwell and Nottingham; parents, carers, governors and the local community.

2. To work within the framework of; national legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and the School Teachers' Pay and Conditions Act 1991; school policies and guidelines on the curriculum and school organisation; LA policies and guidelines; Church of England education policies and guidelines.

3. To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.

4. To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the national curriculum and EYFS.

5. To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of the national curriculum and EYFS, and to inform future planning, ensuring differentiation.

6. To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

7. To build and maintain co-operative relationships with parents and carers, and to communicate with them on pupils' learning and progress.

8. To maintain an attractive, stimulating learning environment; to contribute to displays in the school as a whole.
9. To take part in whole-school reviews of policy and aims, and in the revision of formulation of guidelines.
10. To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum and EYFS.
11. To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate. To participate fully in All Saints' Performance Development arrangements.
12. To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings;
13. To support and uphold the Christian ethos of the school, taking part in its corporate life by, for example, attending and preparing Collective Worship,.
14. To supervise, and so far as practicable to teach, any pupils whose teacher is absent.
15. To play a full part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group.
16. To participate in review of learning materials, and of relevant equipment, and on the allocation of these resources within the school.
17. To support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate.
18. To participate in in-service workshops, meetings, sessions and activities with other members of staff.
19. To work with curriculum leaders to ensure that there is continuity across year group and phase.
20. To give information to, and to collect and disseminate information from, schools to which pupils transfer whenever appropriate.
21. At all times to carry out responsibilities/duties with due regard to the school's equal opportunities policy.
26. To ensure that subject-matter and learning resources reflect LA, Diocesan and school policies on equality, and that the implications of these policies are borne in mind in relation to all tasks and duties.
27. To adhere to all Safeguarding and Health and Safety Policies, ensuring that a safe environment is provided for children, staff and parents/carers and other members of the public.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

GENERIC DUTIES:

- To achieve high quality educational outcomes for pupils and personal appraisal targets as agreed with your line manager.
- To undertake relevant training and development, including meetings, supervision, seminars and other events.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and All Saints' policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manager.

Reporting to: Deputy Headteacher and Executive Headteacher