**Shanklea Primary School**

**Job Description: Class Teacher**

**Early Years Foundation Stage**

You will be responsible to the Headteacher to provide good or better teaching in the phase. You will be expected to promote and support the progress of all children to achieve the highest possible standards. You will have impact on educational progress beyond the assigned pupils you teach.

The range of duties listed below show the duties that are required, as laid down by the School Teachers’ Pay and Conditions Acts. All teachers will work within the framework of such legislation.

The tasks and duties listed in Section A below are required of all teachers. Those listed in Section B are required of all teachers other than those in their first year of teaching. They relate to coordinating and leading developments in a number of non-core areas of the curriculum, or phase.

**SECTION A: A class teacher is expected to:**

**Teaching**

* plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children
* teach a class, or classes, groups or individual pupils
* set tasks to be undertaken by children
* have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential
* ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them
* promote the social development and welfare of the pupils so that each child feels valued and enjoys learning
* supervise and teach any pupils whose teacher is absent

**Monitoring and recording**

* monitor and assess pupils’ work
* record their development, progress and attainment
* provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils

**Ethos of the school**

* maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued
* make pupils aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole
* take part in the corporate life of the school for, for example, attending assemblies, registering the attendance of pupils and supervising pupils before and after school sessions

**Parents**

* build and maintain a close partnership with parents
* communicate with parents on pupils’ learning and progress, drawing attention to special skills and talents as well as to problems or difficulties

**Resource Management**

* maintain an attractive and stimulating classroom
* take responsibility for resources allocated to their own classroom
* contribute to displays in the school as a whole
* comply with the requirements of Health and Safety and other related legislation

**Overall policy and Professional development**

* take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines
* evaluate, review and improve their own teaching methods, materials and schemes of work
* keep up-to-date with current educational thinking and practice, both by reading and CPD

**Equal Opportunities**

* help ensure that subject matter and learning resources reflect the school’s policies relating to equal opportunities in respect of race, gender and special needs
* help ensure that these policies are implemented within the tasks and duties listed above

**SECTION B: All class teachers (other than those in their first year of teaching) are expected to:**

**Co-ordination**

* share in the co-ordination of one particular ‘phase’ (Early Years )
* share in or take responsibility for the leadership of subject or whole school area
* assist in or take responsibility for the production, evaluation and review of such whole school policies and guidelines as are appropriate to their phase and subject responsibilities

**Model of good practice**

* organise their class teaching in such a way as it sets high standards for other members of staff

**Display**

* organise and co-ordinate displays of children’s work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children’s achievements
* put up whole school displays

**Monitoring**

* sample children’s learning journals, home school books and entry of data from time to time
* check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning

**Resources**

* advise the head teacher on the requisition or purchase of appropriate books, learning materials and equipment
* advise the head teacher on the allocation of these resources within the EYFS unit
* ensure compliance throughout the EYFS Unit with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility

**Working with colleagues**

* acquaint new members of staff and visitors with the EYFS Unit’s policies and guidelines
* assist such colleagues in the practical implementation of those policies
* lead in-service workshops, meetings and activities for members of staff

**Liaison**

* work in liaison with advisory and support services, other organisations, agencies and networks relevant to the teacher’s specialism or subject, parents, governors and the local community
* Taking part in Professional Development activities which support and develop the role in leadership and management.
* Carrying out any other duties to ensure the smooth running of the school which might reasonably be requested by the Head teacher.