

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Class Teacher – Early Years Foundation Stage (EYFS)</b>
<b>Academy:</b>	<b>Atkinson Road Primary Academy</b>
<b>Reporting to:</b>	<b>Head of School</b>
<b>Salary/Pay range:</b>	<b>Main Scale – salary negotiable upon experience</b>
<b>Hours of work:</b>	<b>Full time – one year fixed term</b>

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### **Purpose of Job**

To positively contribute to raising standards of attainment and achievement for all pupils in EYFS at Atkinson Road Primary Academy in all aspects of Academy life through providing high quality teaching and high quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

### **Main Duties and Responsibilities**

- To raise standards of attainment and achievement through working to the direction of the School Principal, of the school (s) where are allocated, having regard for the curriculum, assessment recording and reporting of the school(s).
- To raise standards of attainment and achievement for all pupils allocated to them, in all aspects of Academy life, through providing high quality teaching and high quality support. • To prepare pupils for external examinations.
- To support the ethos, values and aims of the community of Academy and to positively promote the work of the Academy within the Academy and throughout the wider community it serves.
- To positively contribute to and follow all policies of the Academy
- To comply with the Academy's Health and Safety policy and undertake appropriate risk assessments
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times
- To have high expectations of yourself and of all pupils and to act as a positive example to pupils within the Academy environment
- To contribute to the evaluation and monitoring of the Academy curriculum
- To work as a team member and to contribute positively to effective working relationships within the Academy
- To engage actively in Performance Management and Professional Development and to take responsibility for your ongoing development in your role as a teacher at the Academy.
- To plan prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- To teach according to their educational needs, all assigned pupils including the setting and marking of work to be carried out by pupils within The Academy and elsewhere.
- To demonstrate that ongoing planning reflects effective monitoring of the progress of each individual child.
- To assess, record and report on the development, progress and attainment of pupils in accordance with Academy policy and the practice of the school.
- To keep appropriate records in accordance with Academy policy and practice with the school(s) where you are allocated

- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports. • To contribute to school and whole Academy planning activities
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, including for example work scrutiny, resource audits and data analysis
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the Academy community and to follow the Academy's procedures where pupils fail to cooperate with our expectations. • To work effectively with support staff
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards
- To manage classroom resources effectively
- To take part with colleagues in developing the quality of learning areas of The Academy.
- To participate in meetings organised through The Academy for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required