

# The Drive Primary School: Job Description



**Name:** Early Years Teacher  
**Post:** Standard Scale Teacher  
**Salary Grade:** MPS1 - MPS6

## Professional Duties

You are required to carry out the professional duties of a teacher as defined in the School Teachers' Pay and Conditions Document 1994 under the reasonable direction of the Headteacher.

These include:

1. the planning and preparation of lessons with due regard to the National Curriculum and stated policies of the school;
2. teaching pupils according to their needs in order to promote progression;
3. the organisation of the classroom, resources, displays and pupil groupings in order to provide a stimulating learning environment and facilitate pupils' independence;
4. assessing, recording and reporting on the development, progress and attainment of pupils and on their personal and social needs, specifically, taking part in the termly system of assessment and target setting and taking responsibility for collecting and submitting data for Early Years Foundation Stage;
5. communicating, consulting and meeting with the parents of pupils, including publishing termly plans, meeting with parents to agree pupils' targets and setting appropriate homework;
6. liaising with outside bodies where necessary;
7. co-operating with other teachers in the planning and execution of their duties;
8. participation in the range of activities intended to promote self evaluation and professional development such as the appraisal scheme, INSET courses, visits to other schools and personal professional reading;
9. ensuring that the health and safety of pupils is given the highest priority;
10. supervision of children at break times/lunchtime rotas or around the school as necessary;
11. maintaining good order and discipline, in particular by encouraging self discipline and good behaviour through the use of praise;
12. promoting the aims and values of the school;
13. contributing to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole;
14. assisting in the provision of cover for staff absence.
15. Take responsibility for one or more curriculum areas.

Headteacher: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This job description will be reviewed annually and as part of the appraisal process.