

JOB DESCRIPTION

Post title:	Early Years Teacher
Academy:	Excelsior Academy
Reporting to:	School Principal
Salary/Pay range:	Main/Upper scale – Salary negotiable depending upon experience
Hours of work:	Full time

Purpose of Job

To positively contribute to raising standards of attainment and achievement for all pupils at Excelsior 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 for all pupils allocated to them, in all aspects of Academy life, through providing high quality teaching and high quality support.
- To support the ethos, values and aims of the community of Excelsior Academy and to positively promote the work of the Academy within the Academy and throughout the wider community it serves.
- To establish and promote positive partnership with parents and work closely with them to ensure the best outcomes for their child.
- To undertake on-going assessment, observations, baselines etc. to feed into planning. To ensure tracking and other records are regularly updated.
- To interpret school data and use it to ensure future progress.
- To work with the EYFS phase to ensure a consistent approach when following school policies/schemes/practices in accordance with Excelsior Academy.
- To comply with Excelsior'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 role model to pupils.
- To contribute to the evaluation and monitoring of the curriculum and be flexible and open to new ways of working.
- To work effectively as part of a team and be committed to collaborative working.
- To engage actively in Performance Management and Professional Development and to take responsibility for your on-going development in your role as a teacher at Excelsior Academy.

Job Role:

Teaching and Learning

- To raise standards of attainment and achievement through working to the direction of the School Principal, having regard for the curriculum, assessment, recording and reporting systems of the academy.

- To plan, prepare and deliver lessons appropriate to the individual needs and abilities of all pupils.
- To ensure appropriate support/intervention is in place for children with SEN and ensure their needs are met.
- To demonstrate that on-going 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 Excelsior's policy.
- To keep appropriate records in accordance with Excelsior's policy and practice which are to a high standard.
- To provide accurate data and information regarding all aspects of the progress and development of all pupils.
- To share responsibility for the behaviour and manners of children throughout the school, ensuring good relationships are formed with children and parents.
- To work reflectively with other members of the team – sharing good practice and offering support when necessary.
- To develop your own subject knowledge and expertise, keeping up to date with national developments and teaching practice to support pupils in achieving high standards.
- To participate in meetings organised through Excelsior for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.

Pupil Welfare and Development

- To make records and reports on the personal and social needs of pupils in accordance with academy policy and the practice of the school where you are allocated.
- To communicate and consult with parents in accordance with Excelsior's policy and the practice of the school.
- To follow the behaviour policy to ensure encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed.
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times.
- To participate in meeting organised through Excelsior for the purpose of pupil welfare and development.
- To participate in meetings with parents/carers for the purpose of reviewing or supporting learning.

Resources

- To ensure that high quality resources are provided that are appropriate and promote high levels of interest and engagement.
- To ensure the learning environment is well organised, resourced and stimulating to allow the characteristics of effective learning to be achieved.
- To identify resources appropriate to the various learning needs of pupils and advise colleagues.

Professional Development

- To participate in Excelsior's Performance Management process.
- To take responsibility for your on-going development in your role as a teacher at Excelsior Academy.

Other Duties

- To carry out any other duties in accordance with the expectations of a first level teacher at the reasonable request of the Executive Principal of Excelsior Academy.
- 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 2016 where required.