



Post Details and Job Description

JOB TITLE:	Class Teacher - EYFS
CONTRACT TYPE:	Permanent
ACCOUNTABLE TO:	Headteacher
GRADE:	MPS/ UPS
THE ROLE:	A well-qualified and enthusiastic teacher to deliver teaching and learning in the EYFS Unit. The successful candidate will have teaching responsibility for the Reception Class.
Specific Responsibilities:	<ul style="list-style-type: none"> • Teaching responsibility for the EYFS – Reception Class • Delivery of the EYFS Curriculum through a play-based environment • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage in a play-based environment and in line with the policies of the school. • To facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils. • To foster a learning environment and educational experience which provides pupils with the opportunity to excel. • To share in the development of the EYFS curriculum, teaching programmes, methods of teaching and assessment and their review. • Assessment of progress and attainment through observation and interaction with children. • To support and contribute to the school’s responsibility for safeguarding children.
General Expectations:	<p>Staff will:</p> <ul style="list-style-type: none"> • Contribute effectively to the work of the school and to the achievement of the ‘School Improvement Priorities’. • Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and children to follow this example. • Follow school policy regarding care, support and supervision of children. • Attend training and development activities and courses, ensuring continuing, personal and professional development. • Contribute to a welcoming school culture by promoting mutual respect for all. • Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description. • Work as a team member. • Act as a role model to children in speech, dress, behaviour and attitude. • Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.
Duties and Responsibilities for all Teaching Staff:	<p>All teaching staff will:</p> <ul style="list-style-type: none"> • Work within the National Conditions for Employment of School Teachers (STPCD). • Uphold and observe the Professional Code for Teachers (GTC) and meet the National Standards for Qualified Teachers. • Promote the school’s stated ethos and support the school’s policies in pupil leadership and Management. • Support and encourage colleagues at all levels within the school. • Contribute to and implement the annual School Improvement Plan and agreed policies. • Teach as directed throughout the school, subject to appropriate training. • Expect, monitor and improve progress in pupil learning. • Contribute to the personal and social development of all pupils.



	<ul style="list-style-type: none"> • Participate in the pastoral management and delivery of the schools Personal Social Health and Education and Relationships Sexual Education programme (PSHE and RSE) as requested. • Take part in quality assurance and performance management procedures outlined in an agreed school policy.
Responsibilities for all Subject Teachers:	<p>All subject staff will:</p> <ul style="list-style-type: none"> • Take full responsibility for ensuring a scheme of work is delivered to pupils. • Plan lessons and activities using a range of strategies to meet pupil's individual learning needs understood from attainment and supporting data. • Have a thorough knowledge and understanding of their subject, its teaching and place in the EYFS Curriculum and that of the school. • Use the models set out in School Policies for delivery of lessons. • Set homework according to school and department policies. • Mark, assess record and report on children's achievements, setting appropriate targets. Keep to deadlines for reporting, marking and assignments. • Prepare pupils for assessments when required, taking part in standardising and moderating activities required by departments, the Local Authority and examination boards. • Contribute to the development of schemes of work, school and department policies as appropriate. • Attend and contribute to appropriate meetings and professional development activities. • Take an active part in the school's self-evaluation process, including the completion of appropriate documentation, and contribute to this process within the subject area. • Undertake whatever other duties might reasonably be requested by the Head Teacher or Subject Leader.
Responsibilities of all Class Teachers	<p>All class teachers:</p> <ul style="list-style-type: none"> • Are responsible for day-to-day administration such as taking registers and monitoring lunch numbers. • Review and discuss children's work and welfare, through pupil progress and discussions with senior leaders. Setting targets, planning and delivering intervention as necessary • Meet with parents including school calendared meetings and open evenings. • Promote good behaviour and positive attitudes at all times. • Support class, year group, department and school activities as appropriate. • Deliver an appropriate programme of activities, including the agreed PSHCE programme.
Responsibilities of Post Threshold Teachers:	<p>Teachers who have passed the Threshold should ensure that they continue to meet Threshold Standards and should demonstrate that they make an active contribution to the policies and aspirations of the school.</p> <p>Specifically:</p> <ul style="list-style-type: none"> • They provide a role model for teaching & learning. • Make a distinctive contribution to the raising of pupil standards. • Contribute effectively to the work of the wider team. • Take advantage of appropriate opportunities for professional development, using outcomes effectively to improve pupils' learning. • There is a clear expectation that Post-Threshold Teachers will take a lead role in the development of other teaching staff and will welcome Student and Newly Qualified Teachers and visitors, by prior arrangement, into their learning environment.
TLR (Teaching and Learning Responsibility) post holders will:	<ul style="list-style-type: none"> • Act as a role model and lead professional for members of the team. • Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning. • Maintain a positive climate for learning based on high expectations of children and their potential.



	<ul style="list-style-type: none">• Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities.• Use and apply data effectively to ensure children's progress is monitored against targets and prompt action is taken to address any concerns.• Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of assessment for learning processes and techniques.• Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies.• Ensure that the needs of all pupils are known and met effectively, including pupils with learning and behavioural needs.• Use appropriate strategies and support mechanisms to meet the needs of the children.• Develop opportunities for enhancing the curriculum experience for children including the provision of booster classes and other extension activities.• Monitor and review the range of curriculum options and opportunities offered to children and advise on and manage the introduction of new provision where appropriate.
Contribution to School Development:	<ul style="list-style-type: none">• Contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties.• Liaise as appropriate with external agencies including the LA achievement services.• Support the school ethos and policies in relation to pupils, parents, the local community and other external groups.• Provide reports as appropriate for Governors on activities and progress within the area of responsibility.
Pupil Outcomes:	<ul style="list-style-type: none">• Be accountable for the performance of children against targets in the appropriate curriculum area(s).• Prepare reports as required analysing pupil progress and performance in the designated area• Establish and maintain a safe, healthy and attractive environment for learning.
Resources:	<ul style="list-style-type: none">• Manage budgets allocated to the area following all Trust procedures.• Deploy staffing and physical resources effectively to support the delivery of high-quality teaching and learning.• Ensure all relevant health and safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly.



Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
	Satisfactory enhanced DBS disclosure	*	
Qualifications, knowledge and experience.	A degree in an appropriate discipline related to Primary Education	*	
	Teaching qualification together with QTS (or by September).	*	
	Experience of working in EYFS	*	
	Evidence of high standards of teaching in a Primary School	*	
	Strong secure subject knowledge of the Primary Curriculum	*	
	Strong secure subject knowledge of the EYFS Curriculum	*	
	Awareness of the strategies available for improving the learning and achievement of all children.	*	
	Experience of teaching phonics and early maths skills	*	
	Recent and relevant teaching experience in employment or training.	*	
Skills and Abilities	Able to use a range of teaching and learning strategies particularly play.	*	
	Ability to deliver the full EYFS Curriculum in a play-based environment across an EYFS unit	*	
	Skills in completing accurate observations of children in the EYFS environment to inform assessment and progression.	*	
	An understanding for how Assessment for Learning can improve pupil performance and drive progress	*	
	Confident with the use of IT to support high quality teaching and learning	*	
	Able to use learning outcomes and observations to drive the progress of children	*	
	Able to work collaboratively as a team member and independently.	*	
	Creative with problem solving, together with willingness to take on and try new approaches and ideas.	*	
	Ability to relate to children in enthusiastic, engaging, pleasant and when necessary sympathetic manner	*	
	Ability to recognise potential child safeguarding concerns and awareness of how to respond following school policies.	*	
	Communicate high expectations to all children and parents.	*	
	Able to communicate both orally and in writing to children and their parents.	*	
	To have a proven track record of performance.		*
Qualities & Values	A drive to make learning fun, engaging and exciting for all children.	*	
	A passion for primary education and particularly play-based learning in EYFS.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	



HARTSIDE
PRIMARY ACADEMY



**ADVANCE
LEARNING
PARTNERSHIP**

	A commitment to promoting inclusion.	*	
	A desire to extend learning outside of the classroom.	*	
	A commitment to Equal Opportunities.	*	
	Sharing good practice across the department	*	
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	A strong moral purpose and drive for continued improvement for all.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	Initiative, energy and perseverance.	*	

The above list of duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.