**Claremont Primary School**

Claremont Road, Cricklewood

London NW2 1AB

Tel: 020 8455 4013

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Headteacher: Mrs Alison Anscomb

**Job description:** Early Years Class Teacher

**Salary:** MPR (£26,662 - £37,645) /UPR (£39,519 - £42,498) depending on experience (including Outer London Weighting)

**Contract type** Temporary (to cover Maternity Leave)

**Start Date:** 13th April 2018

**End Date:** Not yet confirmed, but anticipated to be 5th April 2019

* To teach a class in the Early Years Foundation Stage (initially, this would be the Nursery Class).
* To plan and prepare courses of work and individual lessons appropriate to the needs and knowledge of the children, which aim to deliver the curriculum in such a way as to excite, engage and motivate all pupils.
* To keep records on pupils’ progress and attainment and set individual pupil targets in line with school marking, assessment and record keeping policies.
* To write annual reports on individual pupils, and to produce reports when required by outside agencies or when a pupil transfers to another school.
* To liaise with other members of staff (in particular, teaching assistants, your phase leader and SENCO) as appropriate in order to make the best provision for pupils.
* To take, with other staff, collective responsibility for pupil behaviour throughout the school by: upholding the School’s Behaviour, Anti-Racist and Anti-Bullying Policies; being proactive in dealing with behavioural issues; and through the use of positive behaviour management strategies.
* To report any child(ren) giving cause for concern with regard to their spiritual, emotional, behavioural, physical, or academic development to the SENCO in the first instance and to report any safeguarding concerns to one of the school’s Designated Safeguarding Leads.
* To carry out playground duties and assemblies when required and to attend phase meetings, staff training and INSET sessions.
* To take responsibility for your own professional development through identification of and attendance at appropriate training approved by the school and by keeping abreast of developments in teaching at a national level.
* To take on subject leader responsibility (for all teachers who are not in their NQT year). This will include: developing and promoting the subject across the school; monitoring standards of teaching and learning within the subject; using the outcomes of monitoring and data analysis to identify priorities for future work and to contribute to the School Development Plan.
* To participate fully in all aspects of school life and undertake any additional duties at the request of the headteacher, or deputy, that fall within the remit of a teacher, as set out in the most recent edition of the School Teachers’ Pay and Conditions Document.
* To uphold the aims and ethos of the school in all aspects of your daily work as set out in the school’s various Policy and Guidance documents.