

JOB DESCRIPTION: CLASS TEACHER

Post: Class Teacher (EYFS)

Responsible to: Head of EYFS (& ultimately Senior Leadership Team)

Duties:

Staff & Curriculum

1. Work as a team with fellow year group teachers, meeting formally at least once a week
2. Update fellow teachers of any new teaching styles/findings you have found
3. Ensure that the year group works effectively, smoothly and in tandem
4. Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate
5. Feedback to whole staff of any course information or professional development enabled by the school
6. Produce comprehensive weekly plans for the seven areas of learning
7. Write detailed medium term plans using school schemes of work and subject policies
8. Teach all required subjects to a class
9. Maintain a well organised and pupil friendly classroom
10. Ensure the classroom is a lively and interactive learning environment
11. Attend staff meetings after school, as the Head of EYFS might consider necessary for the efficient running of the school, and any ad hoc meetings that may be called.
12. Share the production of Newsletters with other class teachers in the same year group.
13. To help the Head of EYFS with the stock ordering where appropriate.
14. To maintain the library and garden to be used as a suitable learning environment.

Pupil progress

1. Manage pupil progress socially and academically whilst tracking the progress of individual pupils within your class using Tapestry and children's individual Learning Journals.
2. Hold teacher-parent meetings formally termly and when required
3. Write end of term reports
4. Take part in and help organise year group productions
5. Organise class presentations during assembly time
6. Give motivational and constructive feedback to pupils
7. Arrange and promote trips and speakers within the year group
8. Maintain pupil profile records for the class
9. Apply Abercorn School's Marking, Recording and Assessment Policy

10. Complete pupil references for future schools
11. Once a term, with other year group teachers, undertake the monitoring and sampling of pupils' work

Pastoral Care

1. Get to know and understand all pupils in the class
2. Monitor attendance and punctuality of the class
3. Keep reports of pupil behaviour, completing pupil notes following any incidents
4. Make contact with parents to discuss pupil behaviour, where appropriate in association with the Head of EYFS, and complete an appropriate record of communication
5. Liaise with SENCO, and where appropriate, with outside agencies
6. Meet regularly with Head of EYFS to provide feedback on pupil behaviour where necessary
8. Take steps to prevent bullying and support victims of bullying as per Abercorn School's Anti-bullying Policy
9. Promote and safeguard the welfare of pupils
10. Maintain a constant awareness of all issues relating to child protection and report any concerns to Abercorn School's Child Protection Officer

Other duties and responsibilities

1. Complete registers promptly twice a day
2. Maintain a good working relationship with parents
3. be available to meet with parents at any reasonable time
4. Respond promptly to all correspondence including emails
5. Undertake duties at break and lunch time
6. Provide a reasonable amount of cover as required
7. Attend school functions as are deemed part of the annual cycle of the school year
8. Support and guide teaching assistants if applicable



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