

**JOB DESCRIPTION: Early Years Teacher**

KS1 Teacher Job Description

Line Manager/s: The Head of Year, Deputy Head of KS1, senior leadership team (SLT)

Supervisory responsibility: The post holder is responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

**Main purpose of the job:**

* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, , other staff and external agencies in the best interests of pupils
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Duties and responsibilities**

* All teachers are required to carry out the duties of a schoolteacher
* Teachers should also have due regard to the UK Teacher Standards (2012). Teachers’ performance will be assessed against these UK standards as part of the appraisal process as relevant to their role in the school
* The post holder may be required to work outside of normal school hours for school events, meetings or completing time sensitive operations

**Teaching**

* Deliver the curriculum as relevant to the age and ability group/subject/s that they teach
* Be responsible for the preparation and development of teaching materials,teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities and their prior knowledge. Plan teaching anddifferentiation appropriately to build on these, demonstrating knowledge andunderstanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with additional educational needs; gifted and talented; EAL; disabilities; and be able to use andevaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of, and take responsibility for promoting highstandards of literacy including the correct use of spoken English (whatever yourspecialist subject)
* If teaching early reading, demonstrate a clear understanding of appropriateteaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recordingstrategies as a basis for setting challenging precise learning objectives forpupils of all backgrounds, abilities and dispositions, monitoring learners’ progressand levels of attainment
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate constructivefeedback and marking in line with policy
* Encourage pupils to respond to thefeedback, reflect on progress, their emerging needs and to take a responsibleand conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extendthe knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments

**Behaviour and safety**

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and actdecisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities atthe school which relates to the learners, curriculum or organisation of the school,including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleaguesand sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues as necessary

**Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school

**Administration**

* Register the attendance of and supervise learners, before, during or afterschool sessions as appropriate
* Participate in and carry out any administrative and organisational tasks
* Marking to be carried out in accordance with school marking policy
* Progress reports for children to be prepared and issued as per school policy
* Parent consultation days/evenings to be attended as per the school policy

**Professional development**

* Regularly review the effectiveness of your teaching and assessment proceduresand its impact on pupils’ progress, attainment and well-being, refining yourapproaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in trainingand development opportunities identified by the school or as developed as anoutcome of your appraisal
* Proactively participate with arrangements made in accordance with the Performance Management Policy for the academic year

**Other**

* To have professional regard for the ethos, policies and practices of the school inwhich you teach, and maintain high standards in your own attendance andpunctuality
* Perform any reasonable duties as requested by the SLT

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

Date:

Signature of Principal:

Date: