

**JOB DESCRIPTION**

**CLASS TEACHER EARLY YEARS**

**General Duties**

As set out in the School Teachers’ handbook and contract

**Job Purpose**

• Inspirational teaching that delivers high standards of learning creating articulate, confident and kind students.

• To ensure that all children in the class make good progress and achieve their full potential.

• To engage with the children so that they find learning an enjoyable and challenging experience.

• To develop and include in learning the attributes of the school’s learner profile.

• To ensure that the six elements of the school's learning programme are included in learning.

• To support the ethos, aims and policies of the school by being a good professional model in the classroom and in their relationships with colleagues and parents.

**Duties and responsibilities:**

The following list details the specific duties and responsibilities of the Class Teacher role under the direction of the Deputy Head of School, Key Stage Coordinator, and where appropriate, other members of the Senior Leadership Team.

To undertake the full responsibilities of the class teacher within the school's performance management policy and to the required standards, ensuring that every child has full access to the whole curriculum.

Be familiar with the National Curriculum and any other subject areas included within the whole curriculum.

To include Global Citizenship, intercultural learning and the local environment/context in learning.

* To plan, in accordance with school policy, challenging and differentiated learning for all children in the class in order to maintain expected or better rate of progress for all children.
* To assess the children’s learning regularly and consistently, maintain records and amend plans in response to assessments.
* To use a range of teaching strategies to meet the needs of the learner.
* To involve parents in their children’s learning through newsletters, regular parents meetings, Sharing Assemblies, reports and informal conversations.
* To maintain an interesting, interactive learning environment that supports the learning and encourages independence in the learner.
* To plan and oversee the work of any other adults working in the classroom i.e. learning support assistants and parent helpers.
* To make all plans, assessments and other information required, available to the Key Stage Coordinator by the agreed date.
* To identify children needing extra support for any reason and discuss these children with the Learning Support Coordinator. To write an IEP if necessary, agree it with parents and ensure that it is reviewed regularly.
* Liaise with staff across the school in curriculum development, including long, medium and short term planning, as required.
* Assist with whole school events and host any events involving the class.
* To take an active role in staff meetings and CPD Training.
* To ensure all pupils are safe by ensuring adherence to the specific requirements of the Safeguarding Policy.
* To maintain their own Professional Development and keep abreast of current educational developments.
* Undertake the co-ordination of a specific curriculum subject development responsibility, as and when directed by the Key Stage Coordinator.
* Cover for absent colleagues when necessary, as directed by the Deputy Head of School.

**Note:** The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. The Head of School reserves the right to review and amend the job description in consultation with the post holder.

**Line Manager:** Key Stage Coordinator

**To Whom Responsible**: Deputy Head of School

This job description may be amended at any time, as may be required by the Head of School in consultation with the post-holder to whom it refers.