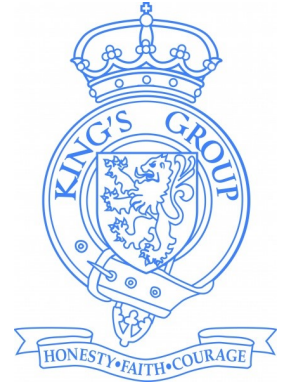


King's College Murcia

The British School of Murcia

JDMURC Job Description



EYFS/Infant Teacher

Responsible to

Deputy Head of Primary then Head of Primary

Job Purpose

- To enable young children to make good progress in their learning by building upon the skills they have when they join the school in Pre Nursery, Nursery, Reception, Y1 or Y2.
- To assist all pupils to develop emotional security, self-belief, and mature social skills.
- To assist all children to develop a love of learning and an excitement about coming to school each day.
- To recognise the unique child and plan for their development using both the indoor and outdoor curriculum.

Key Responsibilities and Accountabilities

Curriculum

- To plan, prepare, and deliver schemes of work in accordance with school policies.
- To maintain a working knowledge of the National Curriculum and other documents.
- To maintain records of pupils' progress including all statutory documents required by the UK DFE or the Spanish Ministry of Education.
- To produce reports and grades for pupils as per the school calendar.
- To conduct termly interviews with parents to discuss and explain their child's performance and progress in school.

- To provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning.
- To monitor progress and the effectiveness of class work and to evaluate and modify planning and teaching as necessary.

Pastoral

- To carry out duties of care as a form tutor and also during non-class times.
- To be aware of the physical and emotional wellbeing of pupils and the need to respond to particular situations.
- To understand and implement all welfare and safeguarding policies.
- To promote and safeguard the welfare of all pupils at school.
- To liaise with other staff as required e.g. school nurse, educational psychologist.

Administration and Organisation

- To understand and implement:
 - ◊ Regulations and correct procedures relating to attendance registers.
 - ◊ Emergency and evacuation procedures.
 - ◊ Health and safety policies.
 - ◊ All curriculum policies.
 - ◊ Any other organisational policies or agreed procedures.
 - ◊ To conduct standardised or other tests when required and document pupils' performance.
- To attend and participate in weekly staff meetings and also on other occasions when required, e.g. team planning meetings.
- To attend and participate in all training days.
- To supervise playtimes and lunchtimes when required.
- To supervise pupils in assemblies when required.
- To liaise with colleagues enabling satisfactory transfers of children within school between schools and hand over to new staff.
- To promote the subject(s) within the school and provide enrichment opportunities.
- To provide additional activities and opportunities for pupils outside the classroom.
- To undertake any other reasonable requests by the Head or other line manager.

*This job description acts as a guideline; it is not a catch all for every situation that a teacher will find them self in.
There is a need to be flexible to carry out tasks that will facilitate the right environment and contribute to the overall welfare and strength of the school.*

SWR

Dec 2017