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**Job Description**

**Job Title:** KS1/EYFS Class Teacher

**Reports to:** Deputy Head and ultimately Headmaster

**Job Purpose:** To teach such pupils and subjects as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down by the school.

**Main Duties and responsibilities:**

* To prepare termly and weekly plans of work to be covered and present these to the JSMT when requested;
* To prepare lessons according to the needs and abilities of the pupils;
* To mark, evaluate and record the work and progress of the pupils in accordance with the procedures laid down by the school;
* To write reports on pupils as requested by the Headmaster;
* To liaise with colleagues in keeping individual records on the pupils;
* To identify any pupils who may require support with their learning and liaise with the Head of Learning Enrichment, Headmaster and parents as may be appropriate;
* To maintain a safe, orderly and tidy classroom and to share responsibility with all colleagues to maintain a safe, orderly and tidy school;
* To regularly display pupils’ work in an attractive, interactive and encouraging manner;
* To share responsibility with all colleagues for the pupils’ pastoral care and safety and perform supervisory duties in accordance with prepared rotas;
* To be attached to a school “House” and offer support and encouragement to house members;
* To share responsibility with all colleagues for the maintenance of positive behaviour in accordance with school policies, custom and practice;
* To provide regular co-curricular activities for pupils, and in particular, at least one weekly activity during the period 3.30 – 4.15pm as well as taking part in the Prep and Tea rota as directed
* To accept responsibility for a curriculum area and other aspects of school life as may be reasonably requested by the Headmaster;
* To attend and take assemblies in accordance with prepared rotas;
* To prepare and present a Class/Year Assembly at least once during any one academic year;
* To attend staff meetings and liaise and co-operate with colleagues on whole school matters;
* To attend staff INSET days
* To support school functions which may fall outside normal school hours, inc weekends; (Parents Association Events, Disco, Concerts, Sports Fixtures)
* To select and attend at least one external training courses each academic year, where appropriate;
* To cover for absent colleagues when require
* To attend parent consultation meetings and liaise with parents informally as appropriate;
* To ensure familiarity with all school polices and the contents of the staff handbook

**In addition,** undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

 **Person Specification – *(KS1/EYFS Class Teacher)***

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by a Lesson Observation (L) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured by /evidence** |
| **Education and Qualifications** | * Graduate with QTS
 |  | A |
| **Knowledge**  | * A good understanding of the Key Stage 1 / EYFS curriculum and the Primary Frameworks for Literacy and Mathematics
* Confidently and creatively use ICT for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively.
* Sound knowledge of differentiating appropriately to challenge and support all pupils
* Excellent understanding of a variety of learning methods and techniques
* Knowledge of a range of techniques to promote positive behaviour at all times with consistency and consideration for the development stage of the child and school policies
* Demonstration of a clear understanding of child protection and safeguarding
 |  | A, I, LA, I, LA, I, LA, I, LA, I, LA, I |
| **Skills and Experience** | * Experience of teaching Key Stage 1 / EYFS
* Excellent practitioner and advocate of modern teaching and learning methods including the use of ICT and mobile technology.
* Experience of creating a stimulating and enthusiastic working environment
* Experience of building excellent relationships with children
* Ability to encourage high standards of effort, care and presentation
* Sound use of a range of motivational strategies for each individual
* Ability to provide opportunities for children to take responsibility for their own learning
* Experience of encouraging and praising achievement and success
* Ability to plan and implement learning activities to meet the needs of all children, providing a range of activities to assess understanding and learning with a balance of adult directed and child led contexts
 |  | A, I, LA, I, LLI, LLLI, LI, L |
| **Personal competencies and qualities** | * Enthusiastic and positive approach to independent, active learning and inspirational teaching
* Ability to build good relationships with parents and colleagues
* Ability to work well within a team
* Ability to work from own initiative as well as responding to ideas and requests from your team and line managers
* Self-motivation and versatility
* A competent user of ICT to communicate effectively within the school and enhance teaching and learning
* Willing to participate in the wider co-curricular life of the school
* Empathetic and enthusiastic for the Christian ethos of the school.
 | * Able to demonstrate an understanding of the independent education sector and in particular Junior Schools and their rationale
 | A, I, LA, IA, IA, III, LIA, I |