



St John the Divine Primary School

CLASS TEACHER – Early Years

Job Description

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Responsible to: *The Head Teacher*

Salary: *Inner London Pay Scale*

#### **General Duties**

*The education and welfare of a group of students in accordance with the requirements of the “Conditions of Employment of School Teachers” having due regard to the requirements of the National Curriculum. To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students.*

*To provide excellent opportunities for the development of Foundation Stage pupils. To ensure care and maintenance of a safe and stimulating learning environment. To establish and maintain positive relations with pupils, parents and the wider school community.*

#### **Purpose of job**

- *To take responsibility for standards of learning, teaching, curriculum provision and pastoral care in a Foundation Stage Class*
- *To be an effective and reflective classroom teacher able to demonstrate and share good practice.*
- *To act in accordance with the teachers’ pay and conditions and to comply with school policies, national and local policies.*

#### **Main Duties and Responsibilities**

- *To deliver a child-centred approach to learning*
- *Ensure excellent progress for children across all areas of development through effective observations, skilful interactions and robust assessments*
- *To develop a stimulating and interactive learning environment through the use of display and resources, to engage and inspire*
- *To use assessment data to plan based on a thorough understanding of what the children can do and to use a range of assessment practice to assess pupils’ progress and attainment within lessons*
- *To deliver interesting, stimulating well-structured lessons that motivate and include all learners*
- *To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.*
- *To report to parents formally at key points throughout the year and informally through daily discussions*
- *To work with Senior Leaders and outside agencies to meet the needs of all children*

- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- To be able to work effectively and co-operatively within a multi-disciplinary team and to take an active role in school
- To be aware of the school's and the Local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

### **Accountability**

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

### **Health and Safety**

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.