

Hillbourne Primary School

Job Description: Class teacher with responsibility for Early Years

Job title: **Early Years Class teacher/ Early Years Leader**

Reports to: Head teacher

Main purposes:

To plan, teach, monitor, assess and evaluate the curriculum for the children taught.

To share in the whole school responsibility for the well-being and discipline of all pupils.

Policy and legal framework

The teacher will work within the framework of:

- The School Teachers Pay and Conditions Document
- The Early Years Foundation Stage Curriculum
- School policies

School teachers' professional duties

Planning, teaching and class management

To plan and prepare programmes or study and lessons using knowledge of school policies and the requirements of the EYFS.

To teach, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work.

To work as a member of the team, planning cooperatively, sharing information, ideas and expertise.

To establish a safe and stimulating environment for pupils, displaying pupils' work appropriately.

Teach pupils to take responsibility for resources and environment.

Use a variety of suitable teaching and learning styles.

Communicate personal enthusiasm and stimulate and maintain interest in learning.

Maintain good order and discipline among the pupils and safeguard their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.

Work with all members of staff and parents to ensure that school's positive behaviour policy is implemented and to work at all times to ensuring that all children are happy and disciplined.

Assessment, recording and reporting

Assess, record and report on the development, progress and attainment of pupils using a variety of methods according to school policies and the Early Years Assessment Framework requirements.

Keep records of pupil progress and report achievements in line with school policies and statutory requirements.

Promote the general progress and well being of individual pupils in the Reception classes

Encourage children to strive for the highest standards in their learning and behaviour.

Participate in arrangements for preparing pupils for external statutory tests and recording and reporting such assessments.

Communication

Establish good relationships with parents to promote pupil learning and achievement.

Provide or contribute to oral and written assessments, reports and references relating to individual pupils and/ or groups of pupils.

Contribute towards school assemblies.

Attend and positively partake in staff meetings, INSET and any other required school training.

Set high standards of punctuality.

Professional Development

Participate in arrangements for appraisal of his/ her performance

Participate in arrangements for further training and professional development as teacher.

Subject Leader responsibility

To lead a specified subject area, in this case the Early Years, taking part as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the school.

In particular to:

- Be responsible for ensuring a plan is in place for the development of the Early Years
- Be responsible for maintaining resources for the Early Years classes
- Lead the transition of the Early Years into the new building

- Ensure that the curriculum is planned to meet the needs of the Early Years pupils whatever their needs or learning styles
- Maintain pupil records or progress
- Establish clear transition strategies to support pupils when they start school and when they move to Year 1.
- Build productive relationships with parents

Whole school commitment

To demonstrate a commitment to the full life of the school of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as necessary.

To undertake, with all other members of staff, general responsibilities concerned with day to day running of the school, e.g. playground or gate duties.

To be supportive of the school's extra-curricular activities, including running an after school club

To take an active part in the school's involvement with the wider community

To ensure the children's safety and wellbeing at all times

March 2021