



JOB DESCRIPTION

Job Title	Foundation Stage Teacher
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1. PURPOSE AND SCOPE

To teach students and maintain high standards of work and behaviour in the class and all other areas of the School.

2. KEY RESPONSIBILITIES

2.1. TEACHING AND LEARNING

- Plan for progression across the age and ability range taught.
- Design effective lessons/programmes of work in accordance with the needs of individual learners.
- Teach challenging, well-organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Advise and work collaboratively with colleagues to prepare and develop teaching materials, programmes, methods of teaching and assessment, and pastoral arrangements as appropriate.
- Coordinate activities and resources within a specific area of the curriculum.
- Design and implement ecological and environmental activities related to project driving questions.
- Participate in CPD and evaluation of the development of skill and knowledge related to ecological teaching and learning.
- Communicate with parents and students and ensure they are well informed about the curriculum, attainment and progress, and are able to understand and contribute to targets for improvement.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches when necessary.
- Cover for absent colleagues as required by Phase Leader and Head of Primary.

2.2. BEHAVIOURAL AND PASTORAL

- Promote and safeguard the welfare of all children by establishing a purposeful and safe learning environment for learners.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the School's behaviour policy.
- Use a range of behaviour management techniques and strategies, adapting them as necessary to promote self-control and independence of all learners.
- Raise all concerns regarding the behaviour, progress, or welfare/child protection of any learner with the appropriately identified person.
- Support the development of inclusive values, awareness of ESD issues and development of strong language skills for all learners.
- Monitor and assess student progress towards understanding and implementing the Arbor School values; Sustainable, Principled, Aspirational, Respectful, Connected.
- Understand and implement school child protection procedures.
- Provide support and assistance for student's pastoral needs.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, and facilitating their support for their child's attendance, access and learning;
- Supervise students at times other than during lessons according to the school's duty arrangements, including lunch and break duty.

2.3. OTHER

- Perform any reasonable duties as requested by the Phase Leader.
- At all times carry out duties with due regard to the school's policies and procedures, and in accordance with the *Arbor School Staff Handbook*.
- Take responsibility for own continuous professional development and participate fully in training and development opportunities identified by the school.
- Conduct oneself in a manner that is in line with the Arbor School values, across the whole school community.

3. ORGANIZATIONAL STRUCTURE

Line Manager	Phase Leader
Direct Reports	N/A

4. QUALIFICATION REQUIREMENTS

Years of Related Experience	Minimum two years' teaching experience in the UK. Experience and understanding of the National Curriculum for England.	
Educational Degree	A relevant teaching degree from a reputable university in the UK (or overseas equivalent) with a QTS;	
Professional Certifications	NA	
Languages	English	Fluent / Native
IT Skills	Microsoft Office	Advanced
	Knowledge of ICT	Advanced

5. APPROVALS

JOB HOLDER		HEAD OF PRIMARY SCHOOL		HR		PRINCIPAL	
Name		Name		Name		Name	
Date		Date		Date		Date	