

**Kemsing Primary Early Years Teacher Job Description 2023**

**Purpose of job**

* **To enable young children to make good progress in their learning by building upon the skills they have when they join the school in reception class**
* **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.**

**All class teachers are accountable for the progress that the pupils they teach make during an academic year.**

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| **Responsible to the Head Teacher** |

**Responsibilities**

**Planning learning**

* Plan rich and stimulating learning activities that achieve good progression in pupils’ understanding by:
* identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
* setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated exploratory learning.
* setting clear targets for pupils’ learning that build on prior attainment
* identifying pupils who:

- have special educational needs

- are high attainers

- are not yet fluent in English

* Have a thorough and up-to-date knowledge and understanding of the statutory aspects of the Foundation and KS1 stages of the National Curriculum and in particular the ‘Early Learning Goals’ and how these lead onto the KS1 programmes of study.
* Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding.
* Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils’ attention and lead to independent exploration.
* Make effective use of assessment information on pupils’ attainment and progress when teaching and in planning future learning.
* Plan opportunities to develop pupils’ spiritual, moral, social and cultural development.

**Teaching and classroom management**

* Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils’ learning time is used efficiently.
* Use teaching approaches and activities which develop mathematical understanding and foundations for numeracy.
* Establish and maintain a purposeful learning atmosphere.
* Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
* Encourage pupils to concentrate and persevere in their learning for sustained periods, to listen attentively and to talk about their experiences in small and large groups
* Encourage pupils to talk about their learning and develop self-control and independence
* Use teaching approaches and activities which offer opportunities for first-hand experience and co-operation, and which use play and talk as a vehicle for learning
* Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review Provision Maps for pupils at Foundation Stage Action and Foundation Stage Action Plus.
* Evaluate their own teaching critically and use this to improve effectiveness.
* Establish a safe, clean and secure learning environment which promotes pupils’ confidence.

**Monitoring, assessment, recording, reporting and accountability**

* Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
* Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils’ progress.
* Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
* Understand the expected demands of pupils in relation to the Early Learning Goals.

**Management and administration**

* Participate in administrative and organisational tasks related to the responsibilities described above.
* Contribute to the induction of new and probationary teachers.
* Support students on placement in the Early Years class
* Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
* Participate in any arrangements made by the school for performance management and continuing professional development.
* Foster close relationships with parents/carers and the wider community. Assist them to support their child’s learning at home. Present a positive image of the school to all other stakeholders.

**Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher. This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the school.**

Signed …………………………………………..

Signed ………………………………………….. (Head Teacher)

Date …………………………..