

## **SHEERNESS WEST FEDERATION JOB DESCRIPTION**



|                      |                            |
|----------------------|----------------------------|
| <b>JOB TITLE:</b>    | TEACHER (EYFS)             |
| <b>REPORTING TO:</b> | HEAD OF SCHOOL             |
| <b>GRADE:</b>        | MPS/UPS                    |
| <b>HOURS/WEEKS:</b>  | 1.0 FTE                    |
| <b>SITE:</b>         | ROSE STREET PRIMARY SCHOOL |

### **JOB SUMMARY & DUTIES**

To be responsible for the standards of education and welfare of a designated class/group of pupils in accordance with the requirements of the 'School Teachers' Pay and Conditions Document 2007, (see attached) Part X11 paras. 71.1 – 76.5 having due regard to the curriculum of the School; planning and preparing courses and lessons; teaching, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere; assessing, recording and reporting on the development, progress and attainment of pupils.

### **RESPONSIBILITIES**

Children – entitlement to full curriculum; entitlement to SEN and AEN support (if applicable); social, moral, spiritual and cultural needs.

Parents, Guardian and Carers

Support Agencies – pre-school settings, SENCO, TAs, STS, Ed.Psych, FLO etc.

Other Class Teachers

Senior Management Team

Head of School as Quality Assurance Manager for Curriculum (QAMC)

School Ethos and Policies

Wider Community

Sheerness West Governing Body

**PERSON SPECIFICATION**  
**TEACHER**

|                             | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                          | <b>DESIREABLE</b>                                                                                                                                                    |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATION</b>        | Degree.<br>Qualified Teacher Status.<br>Full Continuous Professional Development Record.                                                                                                                                                                                                                                                  | Further qualifications or evidence of further training.<br>Desire to progress in all fields of management study.                                                     |
| <b>EXPERIENCE</b>           | Exemplary Classroom practitioner with either experience or NQT with evidence of sound teaching practice.<br>EYFS experience.<br>Proven record of achievement at various levels of practice (except NQTs).                                                                                                                                 | Knowledge of Ofsted procedures and processes.<br>Implementation of whole school management policy.<br>Recent contribution to an outstanding team effort.             |
| <b>SKILLS AND ABILITIES</b> | Evidence of good communication, organisation and interpersonal skills with a variety of audiences.<br>Evidence of leadership/team building skills.<br>Ability to influence others by enthusiastic and sensitive leadership.<br>High level of ICT competency.<br>Effective person skills and experience in dealing with external agencies. | Evidence of developing flexible learning and monitoring programmes for staff and pupils.<br>Financial management experience and skills.<br>Experience as a Governor. |
| <b>KNOWLEDGE</b>            | Equal Opportunities and Racial Equality                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                      |
| <b>IN SERVICE TRAINING</b>  | Up to date subject knowledge and skills.<br>Evidence of leadership in professional development.<br>Evidence of commitment to continuing professional development.                                                                                                                                                                         | Evidence of significant participation in professional development.                                                                                                   |
| <b>DISPOSITION</b>          | Confident, flexible,                                                                                                                                                                                                                                                                                                                      | Involved in community                                                                                                                                                |

|                      |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                            |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <p>adaptable and tenacious.<br/>Empathy with pupils, parents and staff.<br/>Empathy and understanding of wide community needs.<br/>Possess a positive attitude towards change its management.<br/>Evidence of health and physical capacity to undertake the role.<br/>Willingness to undertake all 'menial' tasks within school when necessary.</p> | <p>development.<br/>Experienced counselling techniques and procedures.<br/>Evidence of running extra-curricular activities.<br/>Taking the lead in out-of-hours/expedition activities.</p> |
| <b>OTHER FACTORS</b> | <p>A vision for education for the C21st for the Federation.<br/>Ability to see issues from a whole school perspective.<br/>Ability to analyse and implement educational research findings within school context.</p>                                                                                                                                | <p>Experience of research<br/>Statistical analysis skills.</p>                                                                                                                             |