



Sheldwich Primary School

Little Hedgehogs Pre-School



JOB DESCRIPTION

Class Teacher

Name	
Salary Scale	Main Pay Scale
Line Manager	Headteacher

Purpose of the Job

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- To be responsible for the development and daily management of the Pre-School providing a safe, caring and stimulating environment for children 2 ½ – 5 years of age.
- To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
- To develop and implement EYFS curriculum plans
- To develop, implement and review the policies, procedures and practices within the Pre-School.

Key Duties and Responsibilities as Class Teacher (all or some will apply to your role)

Teaching

- Plan and teach well-structured lessons / activities
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge (EYFS)

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, so as to support the School's values and vision
- Make a positive contribution to the wider life and ethos of the School
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Keep abreast of legislation, guidelines, policies etc. to ensure the National Standards are met at all times.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Act as the deputy designated safeguarding lead ensuring that KCC guidelines for Child Protection are adhered to and develop relationships with external agencies and professionals to ensure adequate care of the children is maintained.
- Assist with pupils' needs including toileting, hygiene, dressing and eating.
- Physically assist pupils in activities (may involve lifting, where mobility is an issue).

Communication

- Communicate effectively with staff, pupils, parents and carers

Professional development

- Take part in the School's appraisal and performance management procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff in Little Hedgehogs Pre-School
- Contribute to the recruitment and professional development of support staff
- Deploy resources effectively

Other areas of responsibility

- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

- Any other tasks as directed by Headteacher which fall within the purview of the post

Key Duties and Responsibilities in your management role

- Line manage, direct and supervise staff in the Pre-School
- Liaise with the Reception Class teacher – spiral curriculum
- Lead a curriculum subject area
- Organise and/or lead at least one workshop per year for parents
- Ensure relevant policies are reviewed and up to date
- Order general stock for the Pre-School
- Ensure planning is up to date
- Oversee behaviour incidents and pastoral support in the Pre-School

This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.

Signed: Employee

Signed: Headteacher

Date:

PERSON SPECIFICATION Class Teacher (Main Pay Scale)	
	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Possess or be willing to obtain Paediatric First Aid Certificate. • Possess or be willing to obtain KCC Designated Safeguarding Lead training.
EXPERIENCE	<ul style="list-style-type: none"> • Successful primary teaching experience • Experience and understanding of multi-agency and partnership working. • Experience of basic technology (computer, iPad, IWB, photocopier) • Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the EYFS Statutory Framework and National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support teaching and learning
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Pre-School and School • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality