

**JOB DESCRIPTION – EYFS / KS1 CLASS TEACHER**

Post Held : Class Teacher Responsible to : Head Teacher

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the Teachers’ Standards document of 2011 and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher and engage in the school’s performance management scheme.

**Areas of Responsibility and Key Tasks**

1. **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through :

* Identifying clear teaching objectives and specifying how they will be taught and assessed
* Setting tasks which challenge pupils and ensure high levels of interest
* Setting appropriate and demanding expectations
* Setting clear targets and building on prior attainment
* Identifying SEN or other vulnerable groups
* Providing clear structures for lessons maintaining pace, motivation and challenge
* Making effective use of assessment and ensure coverage of programmes of

study

* Ensuring effective teaching and best use of available time
* Maintaining discipline in accordance with the school’s procedures and

encouraging good practice with regard to punctuality and behaviour

* Using effective questioning, listen carefully to pupils, give attention to errors

and misconceptions

* Selecting appropriate learning resources and develop study skills through

library, ICT and other sources ensuring pupils acquire and consolidate

knowledge, skills and understanding appropriate to the subject taught

* Evaluating own teaching critically to improve effectiveness
* Ensuring the effective and efficient deployment of classroom support taking account of pupils’ needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
* Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate, persevere and listen attentively
* Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

1. **Monitoring, Assessment, Recording and Reporting**

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
* Mark and monitor pupils’ work and set targets for progress
* Assess and record pupils’ programme systematically and keep records to check work is understood and completed
* Monitor strengths and weaknesses and use to inform planning and recognise the level at which the pupil is achieving
* Undertake assessment of students as requested by examination bodies, departmental and school procedures
* Prepare and present information reports to parents

1. **Curriculum Development**

* Have lead responsibility for a subject or aspect of the school’s work and develop plans which identify clear targets and success criteria for its development and / or maintenance
* Contribute to the whole school’s planning activities

1. **Other Professional Requirements**

* Have a working knowledge of teachers’ professional duties and legal liabilities
* Operate at all times within the stated policies and practices of the school
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct
* Endeavour to give every child the opportunity to reach their potential and meet high expectations
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and children
* Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* Take part in marketing and liaison activities such as Open Evenings, Parent Evenings, Review days and events with partner schools
* Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* Take responsibility for own professional development and duties in relation to school policies and practices
* Liaise effectively with parents and governors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description