



## The Federation of Barnehurst Schools EYFS Class Teacher - Job Description

The responsibilities of the post are to be performed in accordance with the provisions, of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

### Job Purpose

- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

### Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Head Teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.



## Person Specification

The Federation of Barnehurst Schools  
EYFS Class Teacher

	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Degree level education or an equivalent professional qualification.</li> <li>• Successful primary teaching or school experience.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the EYFS framework.</li> <li>• Knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn.</li> <li>• Ability to adapt teaching to meet pupils' needs.</li> <li>• Ability to build effective working relationships with pupils.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Knowledge of effective behaviour management strategies.</li> <li>• Good ICT skills, particularly using ICT to support learning.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• High expectations for children's attainment and progress.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>