



## **Bournmoor Primary School JOB DESCRIPTION**

JOB TITLE	Early Years Class Teacher (temporary)
GRADE	M1 - M6
RESPONSIBLE TO	Headteacher & Governors
RESPONSIBLE FOR	<p>All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012).</p> <p>To undertake any other duties under the reasonable direction of the Headteacher.</p>

### **General**

- a. Carry out the professional duties of a class teacher under the reasonable direction of the Headteacher.
- b. Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- c. Be responsible and accountable for achieving the highest possible standards in work and conduct.
- d. Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- e. Work proactively and effectively in collaboration and partnership with pupils, parents/carers, governors, other staff and external agencies in the best interests of the children.
- f. Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- g. Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- h. Perform such duties as may reasonably be assigned.

### **Teaching and Learning**

- a. Carry out teaching duties in accordance with the school's schemes of work, EYFS frameworks and National Curriculum.
- b. Deliver the curriculum as relevant to the age and ability of the pupils.
- c. Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- d. Be accountable for the attainment, progress and outcomes of pupils.
- e. Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how children learn.
- f. Have a clear understanding of the needs of all pupils, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- g. Demonstrate an understanding of and take responsibility for promoting high standards of Literacy throughout all subjects.
- h. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring children's progress and levels of attainment.
- i. Work with teaching assistants, the SENCO and subject leaders/co-ordinators.
- j. Liaise with colleagues to ensure continuity and progression.
- k. Make accurate and productive use of assessment to secure pupils' progress.
- l. Use relevant data to monitor progress, set targets, and plan subsequent lessons.

- m. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- n. Demonstrate high standards and innovation in all aspects of classroom practice.
- o. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- p. Provide assessment reports to monitor the progress of pupils/groups of pupils and inform parents.
- q. Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

### **Pupil Well-Being**

- a. Support and promote the aims and ethos of the school.
- b. Ensure the well-being of all pupils, demonstrating best practice in the promotion of children's welfare.
- c. Monitor the pastoral needs of pupils and provide reports when necessary.
- d. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly (following the school's Behaviour Policy).
- e. Demonstrate best practice in behaviour management and offer support to colleagues.
- f. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- g. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- h. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- i. Have high expectations of behaviour, promoting self-control and independence of all children.
- j. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- k. Uphold the school's uniform regulations.
- l. Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.

### **Team Working and Collaboration**

- a. Participate in any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school including pastoral arrangements and assemblies.
- b. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- c. Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers and students.
- d. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- e. Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- f. Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

### **Professional Duties**

- a. Set a good example in terms of behaviour, dress, punctuality and attendance.
- b. Work collaboratively with others to develop effective professional relationships.
- c. Deploy support staff effectively as appropriate.
- d. Participate in staff training.
- e. Attend staff meetings.
- f. Participate in arrangements within the agreed national framework for performance management.
- g. Evaluate own practice.
- h. Co-operate with the system of self-evaluation and monitoring within school.

- i. Communicate and co-operate with professionals outside the school.
- j. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- k. Communicate and co-operate with relevant external bodies.
- l. Make a positive contribution to the wider life of the school.

**Curriculum Area Responsibility (where applicable)**

- a. Formulate and keep under review policy, schemes of work and curriculum guidance in consultation with colleagues.
- b. Monitor the standards and progress of the curriculum area through use of the school's curriculum monitoring programme.
- c. Organise events to promote the curriculum area when appropriate.
- d. Organise resources and materials to support implementation of the curriculum area, ensuring these resources are always accessible and kept in good order.
- e. Attend courses and keep updated with current developments appropriate to the area of responsibility and disseminate information and lead discussion with colleagues.
- f. Encourage colleagues to participate in relevant courses.
- g. Act as an advisor to colleagues, giving help and support as necessary.
- h. Lead by example.

This job description will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.