



JOB DESCRIPTION

POSITION: EYFS TEACHER

PAYSCALE: INNER LONDON PAYSCALE

During the course of the academic year, it is expected that you will take on the following responsibilities:

1. Planning
2. Teaching
3. Classroom Management
4. Agreed Whole School Procedures

Planning

As a class teacher, you will be expected to plan your teaching with regard to the school's policies and programmes of work. You will be expected to achieve progression in pupil's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught.
- Setting tasks for class, group and individual work, which challenge pupils and ensure high levels of pupil interest. This includes teaching through "challenges" where children's learning is not capped and they have greater ownership of the work they undertake.
- Planning, setting and responding to homework, in line with the agreed policy for each year group.
- Setting high expectations for pupils' learning, motivation and presentation of work.
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils understand what is required of them for any given task.
- Identifying pupils with Special Educational Needs and knowing where to seek advice to give positive and targeted support.
- Planning in the short, medium and longer term lessons which provide pace, motivation and challenge for pupils.
- Using assessment of pupils' attainment to plan future lessons.
- Planning for pupils' personal, spiritual, moral, social and cultural development.
- Ensuring that the statutory Planning, Preparation and Assessment (PPA) time is used in line with its intentions.

Teaching and Classroom Management

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom.
- Establish and maintain good discipline, by following the school policy for behaviour management.
- Establish a safe learning environment in which pupils feel safe, secure and confident.
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning, and maintain motivation.



- Incorporate into your lessons, use of the National Curriculum, school programmes of work and speaking and listening skills
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap pupil learning.
- Give clear instructions, presentations and question pupils effectively to ensure participation.
- Respond to all pupils' work effectively, in line with the school's marking policy so that pupils are clear about how they have achieved and their next steps.
- Keep effective records of children's progress.
- Use opportunities to develop pupils' personal, spiritual, social, moral and cultural development.
- Ensure that your classroom is organised in a way that pupils can clearly locate resources and it remains a suitable working area for adults and children.
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations.

Agreed Whole School Procedures

As a class teacher, you will be expected to:

- Attend the agreed Parents' Evening sessions.
- Keep parents informed of their child's progress during the year, through positive links with parents and in the form of an end of year report to them.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Look to improve performance through continued professional development and feedback to other members of staff.
- Ensure that pupil welfare duties are carried out, including playground duty and forward any pupil concerns to the relevant person.

You should be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and you are expected to implement and keep records on Individual Education Plans (IEPs). You should also seek the advice of the schools Special Educational Needs Co-ordinator (SENCO) if you have concerns on a pupil's progress.

All children should be treated equally, regardless of gender, social or cultural backgrounds.

You are expected to ensure that pupils acquire and consolidate knowledge, skills and understanding in all subjects taught.

You should be prepared to evaluate your own teaching critically and use this to improve your effectiveness. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.