

Job Description

Post: Teacher

Grade: MPG

Review: Annually

Managed by: Headteacher and Governing Body

Responsible for: Up to 30 FTE children and up to 6 Early Years Practitioners

Purpose of Job: To carry out the professional duties of a teacher as outlined in Part XI of the current School Teachers Pay and Conditions document.

Principle Accountabilities:

Early Years Teacher

- To be responsible to the Headteacher
- In consultation with the Headteacher and colleagues, to lead & take responsibility for specific areas of school and curriculum development.
- To create a welcoming, stimulating, safe and secure environment which will ensure the educational, social and emotional well-being of the children.
- To plan and carry out induction, including home visits and admissions.
- To take all possible measures and maintain best conditions to ensure the whole development of each child in all areas of the Early Years Foundation Stage Curriculum.
- To work in partnership with parents/carers; to involve them as actively as possible in the life of the school and in the learning process.
- To keep evidence-based relevant records and evaluate the development and progress of children in order to plan effectively for the next steps of learning.
- To support and consult with co-workers in all aspects of work within the school.
- To participate in and lead team planning meetings, staff meetings and parent's evenings.
- To liaise with other agencies as required; attending meetings and providing reports where necessary.
 - To supervise and support the work of students on placement.
 - To have shared management and responsibility for the class and learning environment.
This means ensuring that:
 - with colleagues, the children's learning experiences are of the highest possible quality at **all** times of the day
 - all staff and other adults are involved to their fullest capacity
 - the class looks attractive, tidy and efficient, including monitoring displays appropriate to the children, parents and carers
 - equipment and resources are in good order; drawers are clearly labelled, complete and

clean and good condition.

- To liaise where possible with Reception staff who receive children and to ensure successful transfer to Primary School.

Curriculum Leader

- The post holder will lead on the implementation of one area of the Early Years Foundation Stage Curriculum.
- To advise colleagues and contribute to the monitoring of the quality of learning and teaching
- To maintain and update the whole school policy and scheme of work in consultation with staff and governors.
- To ensure the curriculum area reflects cross-curricular concerns such as equal opportunities, active learning, attitudes and dispositions and creativity.

Staff Member

- Keep abreast of current educational thinking and development – nationally and internationally
- Participate in and contribute to whole school strategic development
- Support and maintain the ethos of the school
- Attend staff meetings and in-service training, sharing discussion in order to enrich the learning environment for children and enhance the quality of learning and teaching.
- To promote equal opportunities and inclusion within the school.
- Duties must be carried out in accordance with all agreed school policies and in line with current legislation and regulations.
- All employees have a responsibility for their own safety and must not endanger that of children/colleagues/visitors in the workplace.
- You may be required to undertake other duties commensurate with this post, that the Headteacher may reasonably direct from time to time.

Name & Job Title of Manager: Lucy Driver - Head Teacher/Head of Centre

Name of Employee

Signed.....

Date.....