

Job Description

School: Caverstede Nursery School

Job Title: Class Teacher

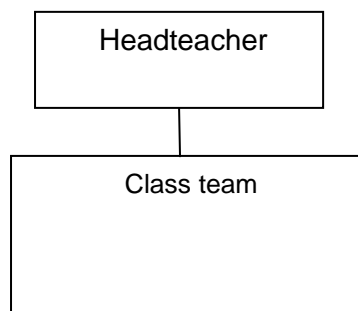
Post No:

Grade: Main Scale

**Reports to
(job title):** Headteacher

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**CRB Check
applicable?**

Enhanced

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

No

**Line Management
responsibility for:**

No. of direct reports: 6-8

No. of indirect reports: nil

Size of budget: Budget holder for allocated area

Main Duties and Responsibilities:

Internal Responsibilities

- Responsible to the Headteacher
- To pursue actively and to assist with the implementation of the vision, aims and policies of the School
- To line manage a class team to provide quality education and care
- To make consistent and effective reference to the School Improvement Plan, policy statements, guidance and National frameworks, not limited to but including the Teacher Standards.
- To be responsible for the planning and delivery of the daily curriculum
- To promote equality of opportunity for all children
- To ensure the safeguarding and welfare of all children is a priority
- To maintain an up to date knowledge and understanding of excellent Early Years practice.

2. Main Duties with the Children and Families:

- To take full responsibility for all the children in the class, their educational needs and welfare
- To organise and attend home visits for both the children in your current class and for the new intake of children
- To provide a full range of educationally appropriate experiences and activities which will give the opportunity for each child to develop to his/her potential
- To establish a good knowledge of each child and develop a sound relationship with their parents/carers by being the supporting key person for every child in the class
- To observe the progress of each child and to assess and record their attainment promptly and accurately in the format of Learning Journals including Online Learning Journals within the guidance of the School's Assessment policy
- To promote the engagement of families and support the home learning environment by home visiting and parent workshops
- To ensure discussions on the achievement and progress of each child takes place on a regular basis with the class team
- To ensure that all information relating to the children and their education is reported to parents/carers in line with School guidelines and data protection guidelines
- To work with external agencies as required, e.g. Child Development Centre , specialist teachers, occupational therapists, physiotherapists, educational psychologists and social workers and attend meetings as required
- To actively implement and review policies relating to Child Protection, Equal Opportunities, the Curriculum and Inclusion
- To participate in effective liaison with practitioners from pre-schools and infant/primary schools

3. Responsibilities within the Classroom and Outdoor Learning Environment:

- To implement effectively the School's curriculum policies within the classroom and the outdoor learning environment.
- To ensure group and individual learning plans are in place, used effectively and available for monitoring purposes
- To ensure the learning environment supports the learning needs of all children by organising staffing, furniture, resources and displays following the School's policies
- To implement and adhere to the School's Health and Safety Policy and the EYFS Welfare Requirements
- To undertake other such reasonable duties at the request of the Headteacher

4. Curriculum Responsibilities

To be responsible for allocated area/s of the Early Years Foundation Stage which will involve:

- Monitoring the learning and development
- Attending relevant courses and undertaking further training and research
- Leading staff meetings and professional development
- Organising resources

5. Responsibilities as a Team Member

- To comply with all the policies, practices and procedures of the School and to carry out all duties with full regard to the agreed equal opportunities principles
- To work with professionalism and confidentiality at all times
- To attend the School meetings when appropriate
- To play a full and active role in the School's Professional Development including dedicated days
- To promote the activities of the School at all times
- To positively contribute towards the achievement of the School Improvement Plan, Professional Development reviews and other quality initiatives.

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| Generic Responsibilities: | To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. |
| | To comply with all Health & Safety at work requirements as laid down by the employer. |
| Flexibility Clause: | Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments. |
| Variation Clause: | This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. |
| | In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation. |

DATE: 13th May 2019 **COMPLETED BY:** Business Manager/Headteacher

Person Specification

JOB TITLE: Class Teacher **POST NO:**
SCHOOL: Caverstede Nursery School **GRADE:** Main Scale
HOURS:
DIVISION: Children's Services **HEADTEACHER:** Debbie Hayes
DATE: 13th May 2019 **COMPLETED BY:** Business Manager/Headteacher

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|-----------------------------------|---|--|
| KNOWLEDGE & EXPERIENCE | <ul style="list-style-type: none"> Knowledge and understanding of the aims and principles of the Early Years Foundation Stage (AI) An understanding of how children's learning can be affected by their physical, intellectual, linguistic, social, cultural and emotional development (AI) A thorough understanding of the value of parental involvement (AI) Knowledge of Child Protection Procedures (AI) | <ul style="list-style-type: none"> Knowledge of a range of special educational needs Working with families To have taught within Early Years Foundation Stage Knowledge / experience of working with two year olds |
| SKILLS & ABILITIES | <ul style="list-style-type: none"> To be able to set challenging teaching and learning goals for individuals and groups of children, basing these on previous learning and stages of development in the Early Years Foundation Stage (AI, P) To be able to select and prepare resources taking account of children's interests and their language and cultural backgrounds (AI) To be able to communicate sensitively and effectively with parents/carers, recognising their roles in children's learning (AI) To be able to improve their own teaching, by evaluation and reflection (AI, P) To be able to take increasing responsibility for their own professional development (AI) To monitor and assess as they teach, giving immediate feedback to support children as they learn. (AI, P) To record children's progress and achievements and to provide evidence of their work, progress and attainment over time. (AI, P) To be able to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities (AI, P) To have high expectations of children and build successful relationships centered on teaching and learning. (AI, P) To establish a purposeful learning environment where diversity is valued and where children feel secure and confident (AI) | <ul style="list-style-type: none"> Management experience involving team leadership |

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| | <ul style="list-style-type: none"> To differentiate teaching to meet the needs of children, including the more able and those with special educational needs. To obtain guidance from an experienced teacher where appropriate (AI) To organise and manage the physical teaching space, tools, materials, texts and other resources safely and effectively with the support of the class team (AI) To work collaboratively with colleagues and other professionals (AI) | |
| QUALIFICATIONS | <ul style="list-style-type: none"> B.Ed. BA with QTS PGCE Qualified to teach and work in the UK | Additional qualifications to the post |
| PERSONAL CIRCUMSTANCES | <ul style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. | Driving licence |
| EQUALITY | <p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)</p> <p>To demonstrate and promote the positive values, attitudes and behaviour they expect from the children (A & I)</p> | |
| CUSTOMER CARE | Knowledge and understanding of effective customer care (A & I) | |

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, Observation]