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**Springfield Community Primary School**

**Job Description for EYFS class teacher**

**Purpose of the post**

* To carry out the duties of a teacher as set out in the most recent School Teachers’ Pay and Conditions Document.
* To teach children a high quality and appropriate curriculum which meets the requirements of the National Curriculum.
* To support the vision and aims of Springfield Community Primary School.
* To contribute to the wider aspects of school life, undertaking extra-curricular activities.
* To share in the corporate responsibility for the wellbeing, safeguarding and discipline of all the pupils.

**Primary Responsibilities**

* To meet the expected standard of a qualified teacher as outlined in the Professional Standards for teachers.
* To meet the standards of the School’s Teaching and Learning Policy.

**Professional Attributes**

* To ensure high standards of behaviour and share the corporate responsibility for the well-being, safeguarding and discipline of all pupils, in line with school policy.
* To ensure highest standards of work and presentation in all areas.
* To establish effective professional relationships within school, the Local Authority and with other agencies where appropriate and provide information as required.
* To work effectively with support staff and other adults, deploying them where appropriate.
* To communicate and collaborate effectively with learners, colleagues and parents.
* To provide a professional and positive role model in terms of personal presentation, attendance, timekeeping and behaviour.
* To take responsibility for own professional development, keeping up to date with current research and development and committing to life-long learning.
* To participate in the performance management system for the appraisal of their own performance.

**Professional Knowledge and Understanding**

* To keep an up to date knowledge and understanding of a range of teaching and behaviour management strategies.
* To know the assessment and monitoring requirements, arrangements and approaches for all curriculum areas.
* To have a secure knowledge and understanding of all curriculum areas and frameworks and relevant initiatives.
* To identify able, gifted and talented pupils and those with special educational needs, working with both the SEN Co-ordinator and parents to give positive and targeted support where needed.
* To have regard to equal opportunities and inclusion at all times.
* To know the requirements, arrangements and policies for the safeguarding and wellbeing of all children.

**Professional Skills**

* To plan, monitor and evaluate effective and differentiated programmes of work, including homework. This should be in accordance with agreed methods, schemes and policies of the school.
* To accept responsibility for effective teaching and organisation of the class/groups of children as required by the head teacher.
* To review the effectiveness of own teaching and its impact on the learners’ attainment and wellbeing.
* To assess, record and report on children’s development, progress and attainment, setting clear targets which build on prior attainment.
* To create and maintain a well organised, stimulating, safe and tidy learning environment providing a high standard of display both in the classroom/work area and around the school.
* To review the impact of feedback provided to learners.
* To plan opportunities to contribute to pupil’s spiritual, moral, social, emotional and cultural development ensuring the wellbeing of all children.
* To contribute to the development of the curriculum by taking an active part in staff discussions, planning, evaluation and inset, to ensure the co-ordination of the work of the school as a whole.
* To develop positive relationships with parents and meet with them at parents’ evenings and as necessary throughout the year to share targets and review progress.
* To write end of year reports
* To plan, set and assess homework.
* To work as a team member with colleagues.

**Other Duties**

* To contribute to documents relating to procedures within school and to review such procedures with other teachers.
* To liaise with the official agencies concerned with the welfare of children and to inform the named person of any children in need of protection because of abuse or neglect.
* To undertake an equal share of playground duties and rota duties for school activities and be willing to take part in extra-curricular activities.
* To attend and participate in staff meetings and INSET as requested by the head teacher.
* To attend and participate in planning meetings with colleagues as required.
* To undertake any other task the head teacher may require which can be deemed reasonable for the efficient running of the school.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.