

South Meadow Lane

Preston

PR1 8JN

www.st-stephens.lancs.sch.uk

Tel: 01772 556306

St. Stephen's C.E. Primary School

**Aspire to Greatness**

Head teacher Ms H Wright B.Ed (Hons) NPQH

Deputy Head teacher Ms F Greenhalgh

**JOB DESCRIPTION**

EYFS CLASS TEACHER (Maternity cover)

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

The teachers’ standards are used as criteria to judge performance of teachers. It is expected that candidates can evidence their ability to meet these standards through the application process.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

**AREAS OF RESPONSIBILITY AND KEY TASKS**

A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed
* setting tasks which challenge pupils and ensure high levels of interest
* setting appropriate and demanding expectations
* setting clear targets, building on prior attainment
* identifying disadvantaged, SEND or very able pupils and matching a curriculum to their needs;
* provide clear structures for lessons maintaining pace, motivation and challenge;
* make effective use of assessment and ensure coverage of programmes of study;
* ensure effective teaching and best use of available time;
* monitor and intervene to ensure sound learning and discipline
* manage allocated support staff so that children develop independence and resilience through nurturing, open questioning and direct support or monitoring of pupils’ learning
* use a variety of teaching methods to:

1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluate their own teaching critically to improve effectiveness;
* to ensure an enquiry approach to teaching, with clear evidence of the rigor of teaching basic skills enables greatest progress by all pupil groups

B MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* prepare and present informative reports to parents.

C OTHER PROFESSIONAL REQUIREMENTS - TO:

* have a working knowledge of teachers' professional duties and legal liabilities;
* operate at all times within the stated policies, principles and practices of the school;
* to understand that working in a C of E controlled school requires worship times to be led once a week by a teacher, following guidance from the worship leader
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations through a nurturing approach;
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* take responsibility for their own professional development and duties in relation to school policies and practices;
* liaise effectively with parents and governors.
* to carry out all duties being mindful of ensuring the safety and well-being of all children in the school
* take on any additional responsibilities which might from time to time be determined.
* To follow all school policies being particularly mindful of safeguarding policy and practice, equal opportunities legislation and Special Educational Needs and Disability policy/legislation
* To lead on an area of the curriculum (if non NQT) and be prepared to develop subject expertise so that standards are raised in school.
* To contribute to the wider life of the school – community events and extra-curricular activities, as identified in the teachers’ standards document and the directed time statement