



Holy Spirit Catholic Primary School

Job description Class Teacher (Maternity Cover)

Job title:	Early Years Class Teacher
Grade:	Main Pay Range –1-6
School:	Holy Spirit Catholic Primary School
Responsible to:	The Headteacher and the Governing body.

Main purpose of the post

- To be an outstanding early years classroom practitioner and to lead teaching and learning in own class.
- Lead, manage and develop subject curriculum area.
- Pupil behaviour and welfare in own class and liaison with parents and other key staff.
- Assessment development and moderation in own class.
- Reporting to parents in own class.
- Collecting data and reporting to the Leadership Team regarding standards and improvements in own class.
- Liaison with other providers and external agencies e.g. EWO, Pre- School, Speech and Language etc.
- Actively participate in whole school self evaluation and school improvement planning.
- To promote the Catholic ethos of the school and deliver the Come and See programme.
- To work closely with Teaching Assistants, SENCO and Learning Mentor to ensure the needs of all pupils in your class are met.
- To do Home visits for new starters
- To work on transition programmes from Nursery to Reception
- To have a sound understanding of the Early Years Curriculum,

- To understand the benefits of outdoor learning for young children.

In addition carrying out the duties of a class teacher as outlined in the *School Teachers' Pay and Conditions Document* (Teaching Standards)

Curriculum responsibility

- Lead and develop a Subject Area by co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
- Help develop and maintain a curriculum in line with National Curriculum and school policy to meet the needs of individual children within your class.
- Ensure efficient use and maintenance of all material teaching resources within your phase.
- To monitor provision and standards in your curriculum area.
- To review your subject in order to complete a detailed action plan, identifying action required and resource implications.