



Holy Cross Catholic Primary School

JOB DESCRIPTION

'WE CARE, WE SHARE, WE VALUE'

Class Teacher - EYFS

INTRODUCTION	
POST	Class Teacher EYFS
GRADE	MPS/UPS
RESPONSIBLE TO	Headteacher/Deputy Headteacher
PURPOSE OF POST	Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current Teachers' Standards and School Teachers' Pay and Conditions Document. Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.
SCHOOL ETHOS	
Work with the Headteacher and colleagues in creating, inspiring and embodying the school ethos and aims with all members of the school community ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.	
Attend, take part in and lead acts of collective worship in accordance with school policy as they relate to the school.	
Provide Religious Education in accordance with the agreed syllabus.	
Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well-being.	
Promote the ethos of the school and celebrate its success at every opportunity.	
CURRICULUM PLANNING AND PROVISION	
Help develop and maintain a curriculum in line with the EYFS Curriculum and school policy to meet the needs of individual children within your assigned class.	
Work with and advise other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.	
Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.	
Ensure efficient use and maintenance of all material teaching resources within your classroom area, working environment and throughout school. Ensure available resources are used effectively to support the curriculum.	
TEACHING AND LEARNING	
Produce coherent lesson plans which ensure continuity and progressions, take account of the individual needs of pupils and encourage the development of independent learners.	
Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.	
Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment and progression.	
Develop, maintain and use resources appropriate to chosen lesson objectives.	
Ensure the effective deployment of teaching assistant support in the classroom.	
Analyse and evaluate the children's learning to inform future planning and teaching and learning activities.	
Create and maintain an orderly, safe, stimulating and informative classroom and outdoors environment.	
Maintain good practice and implement changes in accordance with developments in educational theory and practice.	
Set pupil targets, assess progress and maintain records in accordance with school policy.	
PASTORAL CARE	
Promote and safeguard the welfare of children.	
Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.	
Maintain a positive approach to child management, supporting the schools policies relating to behaviour, attendance, punctuality and behaviour.	
Alert Line Manager of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.	

PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING
Report appropriately to parents on the needs and progress of their children.
Encourage the involvement of parents in the education of their children and respond urgently to queries and concerns.
Uphold the school's well established links with parents, the local community and cluster of schools, the local authority and other external agencies.
APPRAISAL AND PROFESSIONAL GROWTH
Engage actively with the annual Appraisal process, in accordance with the school's policy.
Take a shared responsibility for you own continuing professional development by participating in a range of appropriate professional development opportunities.
DUTIES AND RESPONSIBILITIES – Others
To comply with the Council's Data Protection Policy/ legal requirements and School policies and procedures and Code of Practice within the service area of the post.
To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to Enhance Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder(s) at the appropriate time.