



## **Job Specification**

**Role:** Early Years Teacher (Nursery and Reception class)

**Job Description Effective From:** 1<sup>st</sup> September 2022 / 1<sup>st</sup> January 2023

**Salary Range:** MPS/UPS (depending on experience/expertise)

**Line Manager:** Executive Head Teacher

### **Job Purpose including main duties and responsibilities:**

This Job Specification is not an exhaustive list of duties and may be amended at the Executive Head teacher's discretion. All members of the teaching staff are required to carry out the duties of a teacher as set out in the current 'School Teachers Pay and Conditions' document.

### **Key Aims**

- Plan and deliver the teaching of the Early Years Foundation Stage in line with the Primary National Curriculum and EYFS Framework to ensure a broad, balanced, imaginative and relevant curriculum
- Regularly assess, monitor and report on pupils' progress in line with Department for Education and the school's policies and procedures
- Following the school's Safeguarding and Child Protection policies and procedures at all times, take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Contribute to the wider life of the school, where appropriate

**Responsibilities:** Teaching (in line with the National Teacher Standards)

The teacher will:

- Keep up-to-date with current pedagogy and statutory government requirements
- The post holder will be responsible for the deployment and supervision of EYFS staff relevant to their responsibilities: this may include the Nursery Supervisor; Nursery Assistant; LSA for additional needs support.
- Teach and administer classes so as to maximise the learning opportunities provided for each pupil within those classes, including regularly setting and marking pupils' work and organizing outside trips and visitors to the school to support and enhance pupils' learning;
- Prepare in advance and keep records of programmes of study which should include long, medium and short term plans, having knowledge of the policy documents currently in place in the school;
- Plan lessons for support staff and monitor its impact.
- Participate in arrangements for further training and professional development as required;
- Promote positive behaviour within the class and across the school, in line with the school's Behaviour Policy.
- Demonstrate consistently the positive attitudes, values and behaviour expected of all pupils.

### **Responsibilities: Pastoral**

The teacher will:

- Have regard for the general well-being of all pupils in the school, but particularly for those in their class;
- Have regard for the special educational and health needs of individual pupils, following advice from the SENCO
- Work in partnership with parents/carers and other members of staff to promote and ensure the well-being, safety and educational progress of all pupils;
- Be aware of, and observe School policies on Health and Safety requirements as set out in the relevant policy documents;
- Be aware of current KCSIE reporting guidance and statutory frameworks.

## **Induction, In-Service Training and Review**

The teacher will:

- Identify their own training needs, in consultation the Executive Head teacher as part of the annual performance review cycle;
- Share appropriate INSET experience with colleagues;
- Take part in the school's programme of monitoring and moderation; and
- ensure that they have read and adhere to all relevant school policies, including Safeguarding and Health and Safety.

## **School**

The teacher will:

- Attend and contribute to staff meetings and parents' meetings;
- Develop and maintain productive professional relationships with all staff, parents and the local community; and
- Actively promote the school within the community.

## **Other responsibilities:**

- Support community and school wide events, attending additional meetings as required.
- To work with external partners, including federations, academy, local and national bodies to improve outcomes in school for pupils.
- Undertake any other duties the Executive Head Teacher deems appropriate.

## **Safeguarding**

Langtree Community School has rigorous Safeguarding Children Procedures and is committed to the welfare of children. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check including satisfactory completion of the Staff Disqualification Declaration Form.

- To be aware of and comply with policies/procedures related to health, safety, security, confidentiality, data protection and report all concerns
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to this role; ensuring that you keep your line manager fully informed of any concerns which you have in relation to safeguarding/child protection

Signed:

Date:

Signed:

Date:

Langtree Community School welcomes staff of a high professional standard and shares the responsibility with each staff member for continual review and the development of expertise. All staff are required to participate in training and other learning activities, and in performance management/appraisal and development, as required by the school's policies and practice. All staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

\*\* The duties and responsibilities listed above describe the post as it is at present.

The post holder is expected to accept any reasonable alterations that may from time to time be necessary. \*\*