

JOB DESCRIPTION

Post	Early Years Teacher
Responsible to	Principal and Leadership Team

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Planning, Teaching and Class Management

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

- To have regard for the National Curriculum and its age-related requirements
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks that challenge pupils and ensure high levels of interest in their learning
- Setting appropriate and demanding expectations for pupils in Early Years
- Setting clear targets
- Identifying SEN or very able pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge and prepare pupils for transition into Key Stage 1
- Make effective use of assessment and ensure coverage of programmes of learning

- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- Select appropriate learning resources to develop skills and support pupils in making targeted progress
- To maintain a well organised, stimulating learning environment which is conducive to learning and models' excellent standards
- Ensure pupils acquire and consolidate subject-specific knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness
- Encourage pupils to think and talk about their learning, develop self-regulation and independence, concentrate and persevere, and listen attentively
- Use a variety of teaching strategies that involve planned adult intervention, first-hand experience, drama, play and talk as a vehicle for learning

Monitoring, Assessment, Recording and Reporting

To be responsible for the implementation, monitoring and evaluation of schemes of work and to track pupil progress

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Assess 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

Other Professional Requirements

- This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the National Teachers Standards and the required standards for Qualified Teacher Status and other current legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be responsible for the education and welfare of a designated class or group of pupils within the school.
- To develop and maintain positive relationships with pupils, parents, governors and staff
- To be open-minded and flexible enough to take on new initiatives in a positive manner.
- To be knowledgeable of and follow schools Child Protection policies.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Contribute to the overall ethos/work/aims of the academy
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Take responsibility for a curriculum area of responsibility including maintaining and purchasing resources.
- Take on any additional responsibilities which might from time to time be determined.

Professional Learning and Performance Appraisal

- To set key targets for development
- To work towards achieving targets for development
- To complete all statutory staff training requirements within the timescale set by the Academy / Trust
- To undertake professional learning opportunities

Equal Opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

Safeguarding

It is the responsibility all members of staff to follow the correct safeguarding procedures in school.

- All staff have a duty to attend child protection training every three years
- All staff have a duty to read and follow the safeguarding policies in school

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the academy's policy in respect of safeguarding and child protection matters.
- To be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- All staff participate in the academy's performance appraisal scheme