



Epsom Primary School, Nursery and Children's Centre

Job Description: Class Teacher EYFS

Salary: Teachers Main Pay

Status of the Post: The post holder is directly accountable to the Deputy Head for 0-5s / Teaching & Learning and the Executive Head Teacher

Main Purpose of the Post

To be a class teacher, carrying out all relevant duties linked to this role, including:

- Planning short, medium and long term for all aspects of pupils' learning
- To plan stimulating and interesting lessons which encourage children to develop their independence and enable them to lead their own learning.
- Use assessment for learning (AfL) to assess children on-going understanding, inform groupings and future planning
- Plan a range of differentiated activities which enable all children to access their learning at an appropriate level
- To challenge all children and encourage them to create a thirst for learning and be a self-disciplined learner
- To have high expectations of all children and the staff you work with, so everyone is encouraged to challenge themselves and develop skills such as resilience, motivations, perseverance and undertake a journey of lifelong learning skills
- To deploy teaching and support staff in every lesson to best meet children's needs
- To follow all teaching and learning policies consistently
- To manage children's behaviour positively and in line with the school's behaviour policy
- To set clear targets for progress and attainment across all areas of the EYFS / curriculum and monitor progress towards achieving these
- To mark children's work in line with the school's marking and feedback policy and encourage an ongoing dialogue with children
- To ensure children's learning is captured and recorded in line with school policy through an individual learning journey for each child
- To assess children termly using APP criteria, fully involve yourself in moderation meetings and engage in pupil progress meetings, raising concerns about children who you feel are not making enough progress
- To set appropriate and differentiated home learning in line with the school policy
- To work in partnership with parents, offering differentiated support, encouraging good engagement, supporting them with home learning expectations and utilising their skills if offered, e.g. in a voluntary role
- To attend any inset sessions, including weekly staff meetings and any other meetings as part of your directed hours, as deemed appropriate by the Executive Head Teacher
- To be a positive role model at all times, being confidential and professional in all aspects of your role
- To take a whole school or key stage assembly as and when required
- To plan class assemblies to present to parents
- To do a playground and early morning duty as and when required
- To engage fully in the appraisal process, taking responsibility for your own professional development and striving to be a first class teacher in every way

Leading a Foundation Subject

- To build focused and supportive relationships with pupils, staff, parents and governors.
- To lead staff, by personal example, in achieving outstanding teaching and learning in the subject.
- Model innovative and effective learning and teaching strategies at a variety of levels.
- Lead inset as a staff group or at whole school level when related to the subject.
- Support staff in enriching the learning environment within classrooms and shared areas, including outdoor areas.
- Ensure that appropriate schemes of work are in place and they are being followed according to school policy.
- Ensure that there is clear progression across all year groups in the school.
- Monitor and evaluate the work of all staff (work sampling, pupil interviews, planning scrutiny) to make judgements on teaching and learning, pupil progress and use these judgements to inform the Curriculum Leader and any future work.
- Support the induction of staff new to the school and those being trained within the school as appropriate.

Managing the Quality of Teaching and Learning in the Foundation Subject

- Liaise with other leaders to ensure continuity and progression.
- Share responsibility for the management of behaviour throughout the school and be involved in supporting staff in the use of a range of strategies for the successful management of behaviour and engagement in learning.
- Provide innovative and energising professional growth that is evidence-based and matched to teacher needs.
- Communicate effectively the school vision to a variety of stakeholders.
- Where appropriate, build individual and team capacity within specialised skill areas.
- Plan and deliver appropriate support for parents in line with a review of current need.

Securing Accountability

- Contribute to relevant sections of the School's Self Evaluation Document.
- Regularly evaluate and report on the quality of the subject in practice in the school to the leadership team and governing body.
- Work within the annual delegated budget to maintain, organise and increase the range and quality of resources available to enable all children to make excellent progress in the subject.
- Devise an Action Plan and report on progress regularly to the Executive Head Teacher, termly to the governors and annually to parents.
- When asked, feedback your work to governors and support them with their accountable role.