EYFS/KS1 Class Teacher Job Description

School	Keep Hatch Primary School
Post holder	
Job Title	Full-Time EYFS/KS1 Class Teacher
Employment Status:	1-year fixed term with possible extension to permanent
Salary Scale	Main Pay Scale
Hours of Work:	Full time

Job Purpose
To teach pupils of Keep Hatch Primary School and to carry out other associated duties as are reasonably assigned by the Headteacher, in line with the current Pay and Conditions document

Personal Qualities
You need to have:
- A passion for the school's vision and values to promote learning
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- A willingness to be involved in the wider life of the school
- An ability to prioritise
- A sense of responsibility
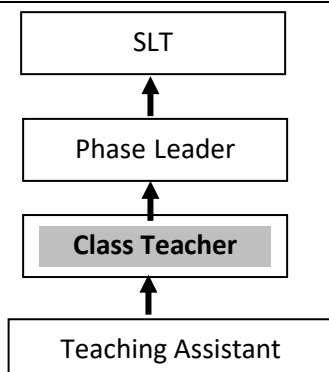- A good sense of humour
- Flexibility for change

You need to be:
- Committed to the development and well being of both children and all other members of the Keep Hatch team
- A well organised, self motivated person who enjoys working as part of a team

Skills / Abilities
You must be able to:
- Communicate effectively, in both a written and verbal form, to a range of audiences
- Teach a wide range of subjects across the primary age range
- Use effectively a variety of teaching and organisational styles and resources including ICT
- Develop and maintain good professional relationships
- Contribute positively to curriculum development

Organisation chart	Summary of main contacts
SLT ↑ Phase Leader ↑ **Class Teacher** ↑ Teaching Assistant	Teachers Pupils Parents Governors Other school staff Other professionals

Class Teacher

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required:

- Teach a class of children in line with statutory guidelines
- Read and adhere to guidelines in the Staff Handbook and the Staff Code of Conduct
- Read and adhere to guidelines in all policies and especially the following:
  Assessment, Behaviour, E-safety, Feedback, Health and Safety, Preventing Bullying, Preventing Radicalisation, Child Protection and Safeguarding, Special Educational Needs and Disabilities, Teaching and Learning
- Treat all information concerning individual children and families disclosed to you confidential whilst the child is in the school
- Insist upon the highest of expectations of pupils at all times
- Know the Keep Hatch behaviour expectations and systems and ensure that these are followed at all times in order to maintain the ethos of the school.
- Plan and deliver exciting and stimulating lessons to cater for all abilities and needs within the classroom including clear scaffolding and explicit challenge
- Plan, direct and supervise the work of support staff including those undertaking teaching and learning activities.
- In line with the National Curriculum, prepare planning documents in line with school policy
- Complete ongoing assessment for all subjects at agreed points in the academic year.
- Ensure feedback is given to children verbally to move them on immediately in their learning
- Work closely with year group colleagues to ensure that learning opportunities across the year group are fair and equitable for all children. There should be clear parity across the year group.
- Identify resources needed to deliver agreed plans and inform subject leader of any shortfalls.
- Take the lead on a subject across the school
- Maintain a tidy classroom environment and contribute to the tidiness of all shared areas including corridors
- In line with the display policy, ensure that displays:
  - are stimulating and relevant to current work
  - reflect all levels of ability within the class
  - provide evidence of the teacher's high expectation of achievement
  - are made up of at least 60% children's work overall *(Please refer to Display Policy)*
- Ensure regular communication is maintained with parents/carers where required
- Carry out any other duties that reasonably fall within the post which may be allocated after discussion with the post holder

Signed   _____

Date   _____