



Thorn Grove Primary School

Job Title: Early Years Teacher

Salary Range: Main Pay Scale



Core purpose

- To provide high quality learning for all pupils within a happy and caring environment
- To seek strategies which will bring about progress and improvement in the Foundation Stage
- To help colleagues understand policies and practices in relation to the Foundation Stage
- To be involved in the development of school policies and practice

Responsible to: Foundation Stage Leader
 The Head Teacher

KEY AREAS OF RESPONSIBILITY

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- To plan, provide for and teach a creative, stimulating and high quality curriculum which meets the needs all children in the Foundation stage and which supports a range of learning styles and helps to develop children's independence
- To plan activities which have clear learning objectives
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the class.
- To work with colleagues in devising individual teaching programmes involving basic self-care and cognitive skills for children with special needs and assist children in reaching their targets
- To ensure that the requirements of the Foundation Stage including arrangements for assessment and moderation are met
- To provide positive and developmental feedback to all pupils to enable them to understand where they are in their own learning and what the next steps will be
- To encourage children to take responsibility for their own learning
- To provide regular feedback to parents
- To work with staff and/or other professionals within and beyond the setting
- To implement programmes advised by other professionals e.g. speech and language, physical skills
- To create displays that are inviting, interactive and easy to access for pupils
- To organise resources including clearing and cleaning of resources and equipment and setting up of equipment ready for the children
- To plan and prepare trips, collate risk assessment documents and take responsibility for the group of children when on an outing
- To continue own CPD and keep up to date with current issues in teaching and learning and in school improvement in the Foundation Stage and to share this with staff
- To be able to stimulate children and colleagues by a positive, active and supportive attitude
- To maintain confidentiality at all times including implementing data protection Policies
- To attend to the health, welfare and safety of the children including when children are in the external play areas, on local walks and outings adhering to the school Health and Safety policy and procedures at all times
- To take prompt action when dealing with accidents and incidents and reporting when appropriate
- To report concerns of child abuse to the Designated Senior Person or in her/his absence the Deputy Designated Senior Person
- To keep first aid training updated
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement school policies and procedures to foster them

In addition, a teacher on the main scale may be asked to lead a curriculum area.

Curriculum Subject Leader

Core purpose of the curriculum leader:

To provide professional leadership and management of subjects to secure high quality teaching with the effective use of resources, and improve standards of learning and achievement to all pupils.

Four key areas of curriculum leadership

1. Strategic direction and development of the subject.
2. Teaching and learning.
3. Leading and managing staff.
4. Efficient and effective deployment of staff and resources.

The curriculum leader will work closely with the head teacher and the senior leadership team in each of the four key areas and liaise with other colleagues as appropriate.

The main tasks will include:

- Developing and implementing subject policies, schemes of work and practice that reflect the school's commitment to high achievement and effective teaching and learning.
- Establishing with the involvement of staff long, medium and short term planning of the subject, which secures curriculum coverage, continuity and progression in the subject for all pupils, including those with special educational needs and those of high ability.
- With support, formulate a development plan for the subject area, which identifies medium and short-term targets for improvement in the quality of teaching and in the standards of achievement. Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning and use this analysis to guide further improvement.
- Helping to analyse and interpret relevant national, local and school data plus inspection evidence to inform policy, practice and target setting.
- Establishing and implementing clear policies and practices for assessing, recording and reporting on pupil's achievement.
- Leading professional development of staff through example and support, and co-ordinate the provision of professional development.
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources from a wide range of sources.
- Keeping up-to-date with curriculum development in the subject area through In-service training courses, support groups and reading and ensure that staff are aware of developments and the implications for policy and practice.
- Monitoring the quality of teaching and learning in the subject through: looking at the quality of planning, sampling children's work and when appropriate work alongside or observing colleagues, subject to budget.

This job description will be reviewed at least annually as part of the Performance Management programme. The Head Teacher may modify it after consultation with the postholder and Early Years Leader at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

Signature of Post holder:..... Date:.....

Signature of Headteacher:..... Date:.....