



JOB DESCRIPTION

ROLE	FULL TIME, FOUNDATION STAGE CLASS TEACHER (NURSERY/RECEPTION)
JOB PURPOSE	TO PROVIDE FOR THE EDUCATION AND CARE OF ASSIGNED PUPILS
ACCOUNTABLE TO	HEADMISTRESS
RESPONSIBLE FOR	ANY ASSISTANTS DESIGNATED TO THE YEAR/GROUP PROGRAMME
ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. POLICY/STRATEGIC DIRECTION AND DEVELOPMENT <ol style="list-style-type: none"> a. Be involved in staff consultation and provide feedback on the School Development Plans/Self Evaluation Forms when appropriate. b. Take responsibility for any Policy Development where it directly relates to assigned duties. 2. TEACHING AND LEARNING <ol style="list-style-type: none"> a. Implement a well-planned programme in the designated subject/year group to ensure that all pupils experience an exciting, creative and motivating approach to learning. b. Develop and maintain high standards for the pupils assigned to you, using data to monitor and analyse pupil achievement, identifying concerns and providing targets for improvement. c. Be part of a team responsible for the development of a curriculum area(s) or whole school curriculum aspects(s); offering teaching in a specialist area across a stage where appropriate. d. Ensure that the schools goals are embraced within the teaching activities that are provided and within the curriculum framework. e. Seek opportunities to promote a cross-curricular approach by working proactively with subject specialists and class teachers. f. Teach across the full primary range 3-11 years and provide pastoral support for all pupils if and when necessary. 3. LEADERSHIP, MANAGEMENT AND DEVELOPMENT OF SELF AND OTHERS <ol style="list-style-type: none"> a. Assist as and when required in the daily operations of the school, leading meetings or events (if required). b. Manage the day to day roles of any staff member directly responsible to you and the daily organisation of the assigned teaching programme. c. Take responsibility for own performance review (within the guidelines provided); set personal targets and take responsibility for own development and maintaining a culture of collaboration, communication and high expectation. 4. MONITORING, EVALUATION & ASSESSMENT <ol style="list-style-type: none"> a. Assist, if required, in the assessment of new pupils. b. Comply with the School's procedure for the assessment of and reporting on pupils; including the setting targets for pupil, providing feedback, marking of work and formal reporting and assessment. 5. COMMUNICATION, MARKETING AND EXTERNAL LINKS, INCLUDING PUBLIC OCCASIONS <ol style="list-style-type: none"> a. Be involved in, so far as your role permits, in marketing and promotion of the school. b. Promote the reputation of the school through public occasions and presentations through parents' meetings, Open Days, workshops etc., which may take place outside regular school hours. c. Ensure that parents have available to them information and opportunities



	<p>for collaboration with you with regards to the curriculum you are delivering, pupil progress and concerns.</p> <p>6. MANAGEMENT OF RESOURCES</p> <p>a. Ensure that appropriate, well-maintained resources are available and identify future resource needs for consideration in the school budget planning process.</p> <p>7. OTHER DUTIES</p> <p>Share in the supervisory, pastoral care and extra-curricular responsibilities as required by the Head.</p>
<p>GENERAL REQUIREMENTS</p>	<p>ALL school staff are expected to:</p> <p>a. Work towards and support the school vision and the current school objectives.</p> <p>b. Contribute to the school’s programme of extra-curricular activities and events which may take place outside regular working hours.</p> <p>c. Support and contribute to the school’s responsibility for safeguarding pupils.</p> <p>d. Work within the School’s health and safety policy to ensure a safe working environment for staff, pupils and visitors.</p> <p>e. Work within the School’s Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.</p> <p>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.</p> <p>g. Undertake other reasonable duties related to the job purpose required from time to time.</p>
<p>REVIEW AND AMENDMENT</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular annual review.</p>