

# Coalway Community Infant School

## KS1/EY's job description and person specification



### Employment details

Job title:	KS1/EY's Class Teacher
Reports to:	Governing Body, Headteacher
Type of position:	Maternity contract
Hours of work:	Full time
Grade:	According to the School Teachers' Pay and Conditions Document
Job purpose:	The classroom teacher will be responsible for delivering learning in accordance with the curriculum, national guidelines, and the school's strategy. They must carry out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.

### Main duties and responsibilities

To undertake your duties, as required by the Teachers' Standards.
To be committed to the vision, ethos, values and success of the school.
To be committed to safeguarding children.
To keep up-to-date with, and remain knowledgeable of, the requirements of the national curriculum and EY's.
To have regard for continuing professional development (PD) and contribute to the school's process of self-evaluation and development.
To lead curricular subjects and contribute to continuous school development.
To be familiar with the school's systems, structures, policies and procedures.
To effectively plan an ambitious, balanced and appropriate curriculum that emphasises raising standards and achieving excellence.
To adapt teaching styles to suit all learners and provide a supportive learning environment.
To make reasonable adjustments to resources and styles of teaching so that lessons can be accessed appropriately by all pupils.
To work as part of a team to evaluate and develop pupils' learning needs.
To enforce the school's Behaviour Policy through excellent classroom management.
To encourage pupils to develop and use their creativity, initiative, independence and responsibilities.
To be familiar with the 0-25 Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly.
To self-evaluate your teaching in order to improve effectiveness.
To be committed to the school's target and monitoring system for pupil progress.
To deploy TA's effectively to improve the quality of teaching and learning.
To systematically assess and record pupils' academic and social progress, and use the results to inform lesson planning decisions.
To monitor both class work and homework, provide constructive feedback, and set informed targets for pupil progress.
To report on each individual pupil's progress to the headteacher and parents as required.
To actively support school activities, such as educational trips, residential, extra-curricular activities and clubs, and parents' evenings, which may require out-of-hours availability.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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**Person specification**

	Essential	Desirable
Qualifications and experience	<p>Qualified teacher status  Degree level qualification  Teaching experience in KS1/ Early Years  Willingness to undertake PD  Previous experience working in a primary school</p>	<p>Relevant postgraduate professional qualification  Previous experience teaching key stage 1 or 2  Previous experience working in partnership with parents  Experience of administering KS1 assessments and Phonics assessments</p>
Knowledge and skills	<p>Evidence of ability as an outstanding , highly effective KS1/EYFS class teacher  Depth of knowledge and a sound understanding of the KS1/EYFS curriculum  Excellent behaviour management skills  Excellent inter-personal skills  Ability to work as part of a team  Excellent planning and organisational skills to meet the learning needs of all pupils  Effective oral and written communication skills  Awareness of the needs of children who have SEN  An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development  Can create and sustain an organised learning environment.  High expectations of achievement and behaviour</p>	<p>Experience working as part of a team  First aid skills  An understanding of the importance of parental involvement  Experience working with children who have SEN and/or disabilities  Experience working with children who have behavioural issues</p>
Personal qualities	<p>Committed to teaching  Supportive of colleagues  Good attendance and punctuality  Good sense of humour and a positive outlook  Pro-active in the working environment  Enthusiastic and positive attitude  Ability to accommodate changes in work priorities  Ability to anticipate workload and plan ahead  Ability to develop effective relationships with parents  Ability to encourage and enable others to reach their full potential</p>	<p>Self-confidence  Ability to relate well to other professionals    A flexible approach</p>
Reference and clearance	<p>Two supported professional references Enhanced DBS clearance (to be appointed for on appointment)</p>	

Name:		Signature:		Date:	
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