



## **EYFS/KS1 Teacher Job Description** **(Temporary – September 2021 – July 2022)**

---

<b>Job Title:</b>	EYFS/KS1 Teacher
<b>Location:</b>	St Luke's RC Primary School
<b>Job Purposes:</b>	Teacher
<b>Reporting to:</b>	Headteacher
<b>Salary:</b>	MPS/UPS

### **Main Responsibilities**

- To create and manage a caring, supportive, purposeful, attractive and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the school's curriculum, ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate differentiation, challenge, support and maintain with high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety following school procedures and policies.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
  
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the SLT in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

### **Safeguarding**

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to an enhanced DBS check and two satisfactory written references.

Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Our pupils' welfare is our paramount concern. The governing body will ensure that our school will safeguard and promote the welfare of pupils and work together with other agencies to ensure that we have adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

Here at St Luke's RC Primary School we are a community and all those directly connected, staff members, governors, parents, families and pupils, have an essential role to play in making it safe and secure.