



## **ACORN TRUST** **EARLY YEARS CLASS TEACHER** **JOB DESCRIPTION**

### **1. INTRODUCTION**

**NAME OF POSTHOLDER:** \_\_\_\_\_

**JOB TITLE:** Early Years Class Teacher

**JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.  
Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

**Line Management:** Reporting to – Headteacher  
Responsible for - no line manager responsibility

**Liaising With:** Headteacher, senior leadership team, teachers, support staff, parents, LA representatives, external agencies.

**Salary Scale:** Classroom Teachers' Pay Scale

**Working Time:** Full-time as specified within the School Teachers' Pay and Conditions Document

**DBS Disclosure Level:** Enhanced

## **2. SCHOOL ETHOS**

1. Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
2. Attend, take part in and lead acts of collective worship in accordance with school policy.
3. Provide Religious Education in accordance with the Wigan Agreed Syllabus.
4. Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
5. Promote the school and celebrate its success at every opportunity.

## **3. CURRICULUM PLANNING AND PROVISION**

1. Ensure the curriculum supports a range of learning styles and develops children's independence.
2. Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
3. Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
4. Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
5. Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

## **4. TEACHING AND LEARNING**

1. Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
2. Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
3. Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
4. Develop, maintain and use resources appropriate to chosen learning objectives.
5. Ensure the effective deployment of teaching assistant support in the classroom.
6. Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
7. Have the skills to create an environment for children on a daily basis that is full of awe and wonder.
8. Ensure arrangements for assessments within the Early Years Foundation Stage are met.
9. Set pupil targets, assess progress and maintain records in accordance with school policy.

## **5. PASTORAL CARE**

1. Develop positive relationships with all children based on their achievements, promote their general progress and well-being and participation in all aspects of school life.
2. Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
3. Alert senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
4. Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
5. Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents.

## **6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

1. Report appropriately to parents on the needs and progress of their children.
2. Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
3. Uphold the school's links with the local community and cluster of schools, the LA, Methodist Church and other external agencies.

## **7. APPRAISAL AND PROFESSIONAL DEVELOPMENT**

1. Engage actively with the annual appraisal process, in accordance with the school's policy.
2. Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
3. Ensure colleagues receive information and feedback on professional development activities undertaken.

## **8. SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Dated .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Headteacher)



# **Acorn Trust** **Person Specification** **Early Years Class Teacher**

Qualifications and training	Essential	Desirable	Source A = Application I = Interview R = References T = Task
<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	E		A, I
<ul style="list-style-type: none"> <li>Degree or equivalent in a relevant subject</li> </ul>	E		A, I
<ul style="list-style-type: none"> <li>A minimum of GCSE (or equivalent) grade C in Mathematics and English.</li> </ul>	E		A, I
<ul style="list-style-type: none"> <li>First aid training.</li> </ul>		D	A, I
<ul style="list-style-type: none"> <li>Other relevant professional qualifications and certification for EYFS</li> </ul>		D	A, I
Experience			
<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>Classroom leadership and management experience, in an EYFS environment.</li> <li>Evidence of being an excellent early years practitioner</li> <li>Excellent subject knowledge and experience of teaching</li> <li>Ability to teach inspirational lessons which challenge and motivate students</li> <li>Capable of setting and achieving ambitious goals and targets</li> <li>Ability to lead students in achieving and exceeding their potential</li> <li>Knowledge of relevant, current and forthcoming educational issues</li> <li>Experience monitoring and recording pupils' academic development.</li> <li>Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.</li> <li>Working in a church school</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p>

Knowledge and Skills			
<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• In-depth knowledge and understanding of the Early Years Foundation Stage Framework and assessment system</li> <li>• In-depth knowledge of current legislation and the application of such in schools.</li> <li>• An understanding of curriculum and pedagogical issues in relation to EYFS.</li> <li>• Creative and stimulating teaching strategies which engage and motivate pupils.</li> <li>• An ability to identify problem areas and suggest appropriate measures for improvement.</li> <li>• An ability to analyse, understand, interpret and respond to school performance data.</li> <li>• An understanding of professional development opportunities for EYFS.</li> <li>• An ability to maintain consistently high standards and ensure quality of teaching.</li> <li>• An ability to promote and sustain high standards for pupils.</li> <li>• A wide knowledge of educational terminology.</li> <li>• A clear understanding of child development and how this contributes to teaching strategies and learning styles.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p>
Faith			
<p>Awareness of distinctive nature of a church school and its role in the community.</p> <ul style="list-style-type: none"> <li>• Practicing Christian</li> </ul>	<p>E</p>	<p>D</p>	<p>I</p> <p>I</p>
Personal qualities			
<p>The successful candidate should be able to provide evidence that they have the necessary skills and abilities required.</p> <ul style="list-style-type: none"> <li>• A current enhanced Disclosure and Barring Service barred list check.</li> <li>• Excellent communication skills. both</li> </ul>	<p>E</p> <p>E</p>		<p>A, I</p> <p>A, I</p>

