

Trinity St Mary's C of E Primary



Job Description EYFS Class Teacher with subject lead responsibilities

Name:

Grade: Main Scale with subject responsibilities

Reporting to: Headteacher, Senior Leadership Team and Governors

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

Purpose:

- 1) To carry out the professional duties of a Class Teacher, with due regard to the requirements of the early Years/National Curriculum, to ensure high quality education for all pupils
- 2) To promote and enhance the aims and objectives of the school and maintain its philosophy of education
- 3) To work in partnership with staff, governors and other agencies, as appropriate, to offer to all pupils a highly effective education in a stimulating and engaging environment
- 4) To promote the Christian values and ethos of our school

General Responsibilities:

- 1) To comply with all the school's codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety.
- 2) To be committed to the promotion of equality, diversity and inclusion within the whole school community, in line with the policies of the school, London Borough of Wandsworth, the Southwark Diocesan Board of Education; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected.
- 3) To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people. To ensure that the designated members of staff for safeguarding are made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

Specific Areas of Responsibility and Key Tasks:

- Plan and teach lessons which ensure that pupils experience a creative, relevant and stimulating curriculum that both develops secure basic skills and gives opportunities for wider learning
- To make appropriate educational provision for pupils with SEN, EAL, or the more able, liaising with the Inclusion Manager & Assessment lead
- Mark pupils' work and give effective feedback, in accordance with the school's marking policy
- Ensure that pupil progress is assessed, monitored and reported systematically and appropriate steps and targets are put in place to support or extend pupils as necessary
- Maintain a high level of expectation, including pupil behaviour and achievement, within the class
- Communicate and liaise with outside agencies (e.g. speech and language therapists, educational psychologists), including participation in meetings, as appropriate

- Encourage pupils to become independent learners, able to think and talk articulately about their learning
- Create a secure, happy and stimulating learning environment, with engaging displays both in the classroom and in other areas of the school
- Write reports, attend parent consultations and meet parents, as required, to keep them informed about their child's work and progress
- Attend weekly staff meetings and briefings
- Take responsibility for the management of other adults in the classroom
- Work as part of the Key Stage team
- Contribute to the wider life of the school, including the provision of extra- curricular after school clubs
- Develop effective relationships with governors, parents and other stakeholders in the school community.
- Take part in appropriate staff development in line with the school development plan and appraisal objectives and keep up to date with educational developments.
- Adhere to the highest standards of and personal and professional conduct
- Be reflective, adaptable and proactive
- Take on any additional responsibilities which might from time to time be required

Subject Lead Responsibilities

It is normal practice in the school that experienced class teachers take on an area of subject lead.

- Take a subject/area of responsibility across the whole school – IT/Computing, Maths or RE preferable.
- Create action plans as part of the School Development Plan.
- Be responsible for any budget linked to the subject.
- Monitor the standards of teaching and learning in the subject and provide feedback to the Headteacher and Senior Leadership Team.
- Develop and maintain policies in the subject
- Order and maintain resources for the subject
- Develop and implement the school's Schemes of Work in the subject area
- Lead curriculum weeks or special events in the subject

Whilst every effort has been made to list the main duties and responsibilities, each individual task may not be identified. These duties may vary to meet the changing demands of the school and/or the developing career aspirations of the teachers.