



## **JOB DESCRIPTION – Class Teacher and EYFS/KSI Phase Leader**

**Job Title:** Class Teacher and EYFS/KSI Phase Leader and English Lead  
**Reports to:** Headteacher  
**School:** St Bartholomew's CE Primary School

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### **PURPOSE OF JOB**

To be an exemplary KSI teacher, delivering high quality teaching and learning, to ensure that all children at St Bartholomew's CE Primary School receive a vibrant and relevant education, enabling them to achieve their highest possible standards. To lead the the Infant team to ensure good progress is made by pupils in across the curriculum. To ensure that all pupils make good progress in phonics to allow them to become fluent readers. To lead English across the school, ensuring that children experience a wide range of texts and develop a love for reading and writing.

### **PRINCIPAL ACCOUNTABILITIES**

- Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
- Delivering and maintaining the effective implementation of school policies, schemes of work and related practice for all subjects but with particular emphasis on Maths and English.
- Oversee the continued care and welfare of pupils within your designated class.
- Plan, prepare, deliver and assess lessons that enable each individual pupil to succeed.
- Assist in building and maintaining positive relationships between parents, governors, the local community and the school.
- Oversee the delivery of an effective English curriculum throughout the school leading to high expectations and standards.
- Be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.
- Work with subject leaders to implement and monitor all aspects of the Key Stage 1 curriculum. With the SLT to be responsible for evaluating its effectiveness in terms of pupil progress and attainment.
- Lead on priorities for improvement within Key Stage 1 as agreed by the SLT.
- With the SLT to interrogate all aspects of school data to develop inclusive practice within the Key Stage.
- Develop and monitor an effective, tidy and attractive learning environment throughout the Key Stage corridors, shared areas and classrooms.
- Promote and monitor routines for the smooth running of Key Stage 1 and responding & improving as necessary.
- Promoting high standards of behaviour throughout the Key Stage. Monitoring, responding and improving as necessary.
- Supporting staff (through for example coaching, peer observations, planning, and observations). This may be in partnership with other staff as appropriate.
- Regular before and after school visits to other classrooms ensure a good understanding of classroom practice within the Key Stage and to celebrate and challenge as appropriate.
- Be responsible for the effective transition of pupils between Key Stages. This includes parental partnership and communication, consideration of pastoral needs and the use of formative and summative data to plan next steps in learning.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.