

# ST PETER'S COMMUNITY PRIMARY AND NURSERY SCHOOL

## JOB DESCRIPTION

POST: EYFS/KS1 Class Teacher  
RESPONSIBLE TO: Headteacher

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### PURPOSE OF JOB

As an effective member of the staff team, ensure that all children at St. Peter's Community Primary School receive a vibrant and relevant education, enabling them to achieve their highest possible standards.

### PRINCIPAL ACCOUNTABILITIES

1. To be responsible for promoting and safeguarding the welfare of all children and young people for whom you have responsibility, or with whom you come into contact.
2. To deliver and maintain the effective implementation of school policies, schemes of work and related practice for all subjects but with particular emphasis on literacy and numeracy and paying particular attention to equal opportunities including gender, disability and multiculturalism.
3. To oversee the continued care and welfare of pupils within your designated class.
4. To plan, prepare, deliver and assess lessons that enable each individual pupil to make significant progress.
5. To attend staff, pupil progress, and planning meetings as required.
6. Following the school's policies, maintaining good order and discipline among the pupils and taking responsibility for the behaviour, welfare and safety of all the children in the school's care and specifically those in the class.
7. To plan and resource a classroom environment, in line with school policies, which will be stimulating, organised and conducive to ordered activities that will facilitate autonomous learning and enable children to maximise their full potential.
8. To ensure that classroom activity areas, outside areas and school displays are meaningful and of a high standard, and reflect the ethos and policies of the school.
9. To build, establish and maintain positive relationships with children, parents, other staff, governors, and the local community.
10. To oversee the delivery of an effective curriculum throughout the school leading to high expectations and standards.
11. To attend any necessary training as agreed with the Headteacher and Continued Professional Development Co-ordinator.

12. To monitor and report to parents on the progress of pupils in the allocated class.
13. To assess and report on pupils' achievements and progress in accordance with arrangements agreed within the school.
14. To participate in NQT/target setting meetings and successfully meet all teaching standards.
15. To take responsibility for managing teaching assistants and classroom helpers.
16. To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole, in a positive, professional manner.
17. To attend parents' meetings when required.
18. To participate in the Appraisal process.
19. To accept responsibility with other members of staff for implementing every day activities in accordance with school policies.
20. To attend case conferences and prepare reports on the needs of individual children if and when the need arises.
21. To supervise children during breaks as per staff duty timetable.
22. To be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.
23. To uphold the Council's policies for anti-discriminatory practice, equality of opportunity and health and safety.

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

This job description should be read and acted upon in conjunction with the Professional Standards for Teachers in England.

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.

I have read the above job description carefully. I understand and agree to its content.

**Signature of teacher:** ..... **Date:** .....

**Print name:** .....

# ST PETER'S COMMUNITY PRIMARY AND NURSERY SCHOOL

## PERSON SPECIFICATION

**JOB TITLE:** Class Teacher - EYFS/KS1

**GRADE:** TMS/UPS

**DEPARTMENT:** Education

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### ESSENTIAL CRITERIA

#### Job Related Education and Qualifications and Knowledge

- Qualified teacher status or have proven experience in Early Years/Key Stage 1 teaching

#### Experience

- Own a clearly developed set of strategies for successful classroom management that has survived examination in a classroom context
- Have developed their own clearly developed set of principles that show an understanding of how children learn
- Be able to demonstrate excellent practice within Early Years/Key Stage 1
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#### Skills/Abilities

- Have boundless enthusiasm for teaching and the energy to deliver it
- Have developed a clear set of principles that show an understanding of how children learn
- Demonstrate a clear commitment to putting children first
- Have the ability to contribute to the positive and professional atmosphere in the staffroom and throughout the school
- Be able to demonstrate willingness to learn from others and have dignity in teaching others in return
- Be able to demonstrate a high standard of written and spoken English
- Be able to teach at a good to outstanding level and cater for the needs of all the children in the class
- Be able to work within the framework of present and future school and national policies, paying particular attention to inclusion and equal opportunities including gender, disability and multiculturalism and racial equality
- Demonstrate the ability able to plan, prepare and deliver long and short term work and to attend and participate in regular planning and staff meetings
- Be able to demonstrate the ability to follow the school's policies, maintain high standards of behaviour and discipline among the pupils and take responsibility for the welfare and safety of all the children in the school and specifically those in the class.
- Demonstrate the ability to plan and resource a learning environment that will enable children to maximise their full potential.
- Have skills which ensure that the classroom activity areas and school displays are meaningful and of a high standard.
- Be able to establish and maintain good relationships with children, colleagues, parents and members of the Governing Body
- Demonstrate proficiency in the application of ICT in the classroom and workplace

- Demonstrate the desire to develop own role within the school through continuing professional development and to encourage and support the development of others in line with the school's commitment to being 'a community of learners'
- Have an understanding of the importance of the use of Makaton within our school
- Have the ability to work as a team player supporting and encouraging others to achieve high outcomes for pupils
- Have well developed interpersonal skills and evidence of having used them effectively
- Ability to show initiative

#### **Equalities/ Safer Recruitment**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
- Demonstrate emotional resilience in working with challenging behaviours.

#### **Other Requirements**