



Halesowen Church of England Primary School

We care, we trust, we believe. We share, we enjoy, we achieve

Job Description

JOB TITLE	Early years teacher FTE
EMPLOYER	Halesowen C of E Primary School
LOCATION	Halesowen C of E Primary School, High Street, Halesowen, West Midlands, B633BB
RESPONSIBLE TO	Headteacher and Governing body
PAY SCALE	Main Pay Scale (Fixed term 1 year) to start September 2022
MAIN PURPOSE OF THE JOB	To have responsibility to prepare for, plan for and teach Early years ensuring all of the children make progress and are happy and safe at school within the school's Christian ethos.

MAIN TASKS/ KEY RESPONSIBILITIES:

Teaching

- To fulfil the teaching standards and the duties of a class teacher in line with the most recent Teacher Pay and conditions Document and the school's policies.
- Take day to day responsibility teaching a class in Early years (Nursery/ Reception or Year 1)
- Promote the school's Christian ethos in our multicultural church school both inside and outside of the classroom.
- Demonstrate good subject knowledge of the EYFS curriculum/ National curriculum.
- Have exceptionally high standards for behaviour, following the school's behaviour policy, ensuring the classroom is managed well at all times.
- Promote good progress at all times.
- Plan, prepare and teach high quality adult led and child initiated sessions in line with the EYFS Curriculum/ National curriculum and the school's teaching and learning policy.
- Make lessons fun and engaging, thinking creatively and outside the box, to give children the best possible experiences.
- Encourage pupils to think and talk about their learning to develop as independent learners.
- Assess learning all of the time making incidental and planned observations.
- Set appropriate and challenging work for children.
- Identify and work with different groups of children such as children in groups such as SEND, EAL, Pupil Premium, ensuring all make at least expected progress.
- Ensure the learning environment is well planned and enhanced. Make sure it is ever changing with the children's interests and is relevant to the age and interests of the children.
- To be confident in using ICT to support teaching and learning and for administration purposes.
- Keep accurate records of assessment against the national curriculum on the school's assessment system (Educator/ Tiny Tracker). Make summative assessment judgements at the end of each term.
- Set relevant home learning tasks to engage parents and carers in their child's learning.
- Complete reports, in line with school policy, annually. Attend parent's consultations and ensure parents are informed about their children's progress, behaviour, attendance and well-being.
- Build good relationships with children and support SMSC within the school's Christian ethos.
- Maintain positive relationships with parents/ carers.
- Be aware of safeguarding requirements. Report any concerns on the school's CPOMS system.



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- Work co-operatively with the whole staff team; deploying support staff in your class well. Ensure the role of the adult in child initiated time is clear.
- Communicate with outside agencies to support children.
- Be a role model in terms of professional standards at all times in appearance, punctuality, attendance and attitude.
- Participate in staff meetings and staff training. Keep up to date with current educational issues.
- Make a positive contribution to the wider life of the school “going above and beyond” to support our young people.
- To participate in arrangements for Teachers Appraisal in accordance with the schools policy.
- Carry out other duties or responsibilities as directed by the headteacher from time to time, which can reasonably be requested within the remit of this post.

This post is suitable for an Early Career Teacher (ECT) ECT's will receive a timetable reduction and will be supported by a mentor.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972316/Statutory_Induction_Guidance_2021_final_002_1_1_.pdf

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role, however, these may be changed and added to as appropriate.

Halesowen C of E is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment,