



An Daras Trust

Igniting Curiosity Growing Capabilities

## EYFS Teacher

### Job Description

<b>Responsible to:</b>	HT/EHT, Head of school, CEO
<b>Direct Supervisory Responsibility:</b>	Pupils, TA's,
<b>Indirect Supervisory Responsibility:</b>	HLTA's, TA's
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher, teachers, support staff, pupils  External: Parents, LEA Reps

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO/Executive Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### Main Duties and Responsibilities:

##### Teaching and learning

- Be an outstanding teacher by meeting the relevant teaching standards.
- Effectively teach children, meeting their many and varied needs.
- Use a repertoire of strategies to meet children's different learning styles.
- Have thorough subject knowledge and keep abreast of national and local developments.
- Organise and lead support staff to ensure learning is effective.
- Create an effective and stimulating learning environment

##### Recording and assessment

- Carry out duties in accordance with the academy aims and policies.
- Maintain an up to date class planning file with short, medium and long term planning.
- Set clear targets for children's learning and use assessment information to inform all aspects of planning.
- Display commitment to raising attainment standards and accelerating pupil progress.
- Attend consultation evenings maintain good relationships with parents and keep them regularly informed about their child's progress.

##### Standards and quality assurance

- Support the aims and ethos of the academy.

- Follow the academy policies and procedures.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and report on pupil progress.
- Uphold the academy behaviour code and uniform regulations.
- Participate and contribute to staff training.
- Attend team and staff meetings.
- Positively embrace professional development and research
- Able to reflect on and improve performance

#### **Additional duties**

- Be a role model in all your actions and behaviour.
- Undertake professional development and research as agreed.
- Be aware of and comply with policies and procedures relating to Child Protection and Safeguarding, Health and Safety, and report all concerns to the appropriate person.
- Undertake other general tasks (e.g. assemblies, playground duties) that the Executive Head teacher or Heads of School may reasonably ask.

Whilst every effort has been made to explain the main responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the CEO/Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

#### **ADMAT Subject Leader – Main Responsibilities:**

- Maintain an up to date ADMAT subject Leaders file containing elements listed in the contents page (e.g. current Scheme of Works, example short, medium and long term planning for all academy schools).
- Ensure the learning progression within the subject is effective at maintaining high standards of pupil achievement.
- Lead and develop staff CPD in the subject effectively so provision and outcomes for pupils are at least good or better.
- Lead professional development on targeted subject improvements.
- Work as directed by the CEO/ Executive Head Teacher or Head of School to provide relevant information to governance bodies, parents, staff and other members of the academy community.
- Assist the CEO/Executive Head teacher, Head of School and Senior Leadership Team in leading improvement within the subject.
- Regularly quality assures key stage planning, provision and learning to ensure high standards of pupil achievement are delivered.
- Ensure resources to support learning within the subject are fit for purpose and gaps in accessibility are addressed.

Whilst every effort has been made to explain the main responsibilities of the Subject Leader post, each individual task undertaken may not be identified. This Subject Leader job description is current at the date shown, but in consultation with you, may be changed by the CEO/Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.