



### Class Teacher Job Description

#### POST TITLE: EYFS CLASS TEACHER (Maternity Cover)

**MAIN PURPOSE:** Teach in a manner that ensures pupil learning and social needs are met; Promote the highest standards of behaviour in order to create a calm working environment in the school, and to ensure an atmosphere conducive to learning.

**RESPONSIBLE TO:** Senior Teacher/Federation Deputy Headteacher

#### RELATIONSHIPS WITH:

- Federation Headteacher
- Federation Deputy Headteacher
- Teaching Assistants
- Support staff
- Other Teachers
- Parents
- Other agencies

#### MAIN RESPONSIBILITIES:

1. Teach a class of pupils, ensuring that planning, preparation, recording, assessment, and reporting meet their varying age, learning, and social needs.
2. Maintain the positive ethos and core values of Antingham & Southrepps Primary School and Nursery, both inside and outside the classroom, ensuring equality of opportunity for all.
3. Foster constructive team-building among teaching and support staff, parents, and governors.

#### TEACHER RESPONSIBILITIES:

1. Ensure pupil entitlement to the appropriate Key Stage and the National Curriculum is provided.
2. Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
3. Set and monitor clear targets for pupils' learning, based on prior attainment.
4. Create a stimulating classroom environment where resources are accessible to all pupils.

5. Maintain accurate records, integrating formative and summative assessment into weekly and termly planning.
6. Provide regular reports to parents on pupils' development, progress, and attainment.
7. Uphold good order and discipline among all pupils, following Antingham & Southrepps Primary School and Nursery's behaviour policy.
8. Deliver schemes of work using agreed teaching methods.
9. Ensure resources are sufficient, suitable, audited, and stored for curricular use.
10. Participate in meetings related to school management, curriculum, administration, or organisation.
11. Collaborate with specialists from external agencies as needed.
12. Lead, organise and direct support staff within the classroom setting.
13. Engage in the appraisal/performance management system to evaluate personal performance.
14. Implement Antingham & Southrepps Primary School and Nursery's approved policies and guidelines.
15. Support initiatives determined by the Senior Leadership Team, contributing to the strategic direction of Antingham & Southrepps Primary School and Nursery.
16. Maintain consistent awareness of risk assessments and complete them as necessary to ensure a safe environment for all.
17. Ensure rigorous adherence to safeguarding and child protection procedures at all times, prioritising the safety and well-being of pupils.
18. Demonstrate commitment to personal development through Continuous Professional Development (CPD), enhancing professional knowledge and skills.
19. Participate actively in school events, providing support and contributing to the school community.

**GENERAL NOTES:**

1. The responsibilities are governed by the general duties and responsibilities outlined in the School Teachers' Pay and Conditions Document and other conditions of service for teachers. They supplement the standard duties of a Teacher.
2. These responsibilities do not prescribe specific time allocations and should not be interpreted as such.
3. This list of responsibilities is not exhaustive and may be reviewed annually, subject to modification or amendment following consultation with the post holder.

These additional responsibilities and general notes underscore the commitment of Antingham & Southrepps Primary School and Nursery to maintaining high standards of education, safety and professional development within our school community.