Cavendish Close Infant and Nursery School
Job Description

Post: Key Stage 1 teacher, Year 2
Curriculum Responsibilities: To be agreed on appointment

Grade: MPS

Responsible to: Head Teacher, Deputy Head teacher

Function: To carry out the duties of a class teacher under the conditions of employment for teachers contained in the Teachers Pay and Conditions document, the School Standards and Framework Act (1998) and the required standards for Qualified Teacher Status, and the requirements of the Early Years Foundation Stage Curriculum guidance.

This job description is reviewed annually and may be amended following a discussion between the Head Teacher and member of staff.

Basic requirements of the post:
- Teachers will have up to date working knowledge of teachers’ duties and legal responsibilities
- Plan, prepare and deliver lessons in accordance with school policies and established practise.
- Work as part of a year group team
- Establish good working relationships with colleagues.
- Inspire and motivate children
- Ensure that provision is made for all children in the class to make good progress according to their individual abilities.
- Keep up to date with local and national developments in education.

Areas of Responsibility.
Teach allocated class of children by planning lessons to achieve progression of learning through:
- Identifying clear teaching and learning targets, and specifying how they will be taught and assessed
- Setting activities which inspire and challenge children and ensure high levels of involvement
- Establishing and maintaining appropriate levels of expectation
- Setting and monitoring appropriate individual and group targets.
- Ensure that every child has the opportunity to reach their potential and meet expectations
- Use assessments to inform future planning and differentiation of tasks
- Assess and monitor own teaching and the achievement of pupils as a result.
- Ensure that children have opportunities to learn in preferred learning styles, but also engage in other styles of learning.
- Mark and monitor children’s recorded work
- Ensure records are accurately kept and up to date.
- Engage with parents formally and informally to discuss children’s progress and provide a written report each year.
Professional practise.
- Supported by the SENCO and Head teacher, identify SEN or very able pupils.
- Provide well structured, stimulating lessons with pace and progression clearly identified in planning.
- Make effective use of assessment and tracking procedures
- Ensure effective use of time for all pupils and staff
- Maintain discipline in accordance with school policy
- Use a variety of teaching methods and equipment to cater for all learning styles
- Evaluate teaching to ensure effectiveness
- Ensure children’s learning is consolidated and understood at levels appropriate to age, ability and subject content.

School Ethos
- Follow at all times the practises and policies established in the school
- Contribute to the life of the school by taking part in meetings, training sessions and management systems used to run the school effectively
- Take responsibility for own professional development and review.
- Follow duties assigned to individuals in accordance with best practise and school policies.
- Take on extra responsibilities which may be determined by the head teacher
- Carry out all reasonable expectations as determined by the head teacher.
- Work closely with staff in the school community, and with governors and parents.
- Work with students from different colleges and universities as determined by the head teacher.
- Provide appropriate experiences for work experience students, observers and other professional visitors to the school.

Year 2 Extras
- Engage with other team members to prepare the children for standard assessment at the end of year 2
- Administers tasks and tests as agreed by school policy.
- Discuss outcomes of SATs with parents and other colleagues
- Engage with staff from the junior school in preparation for transition to Key Stage 2