

**A S P I R E**

**St. Bernadette’s Catholic Primary School**

**JOB DESCRIPTION**

**FS2 Teacher Maternity Cover for 12 months starting after February Half Term 2022**

Job Description: Early Years (QTS)

Payscale: Main Pay Scale/Upper Pay Scale applications welcomed

Reports to: Headteacher / Deputy Headteacher

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

The governors will seek to appoint a teacher who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life at the school.

**Key areas:**

• Plan, deliver, assess and review the EYFS curriculum to ensure it is broad and balanced, supports the effective development of all aspects of ‘Development Matters’ and provides stimulating and varied learning / play opportunities for all children.

• Ensure accurate base line assessments are made and ongoing assessments are kept to ensure each child’s ‘learning journey’ is captured and ongoing learning experiences provided.

• Ensure appropriate differentiation and environmental adaptations are made in order to meet the individual needs of all children.

• Ensure the safety and well-being of all children.

• Take responsibility for the implementation and monitoring of an effective key person system.

• Take an active role in the wider life of the school to

**Main duties and responsibilities specifically relating to the EYFS:**

• Lead and deliver high quality teaching and learning experiences, as well as set, share and model high pupil expectations to all staff.

• Be able to set clear learning targets for each child, based on their prior attainment.

• Provide a stimulating classroom environment, where resources can be accessed appropriately by all children.

• Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.

• Organise resources and consider any further resource needs as well as their effective placement.

• By working with parents, report on the development, progress and attainment of children through parent discussions.

• In accordance with the school's behaviour policy, maintain good order and discipline amongst children.

• Liaise with the School’s Designated Safeguarding Lead as required and ensure the school’s safeguarding and child protection procedures are fully understood and implemented by all staff.

• Liaise with the school’s Special Educational Needs coordinator regarding any potential early developmental concerns, liaise and work with specialist outside agencies and ensure appropriate support and intervention is identified and quickly implemented.

**General:**

• Support the aims, vision and ethos of the school.

• Maintain a good up to date knowledge and understanding of the range of teaching, learning and behaviour management strategies used and know how to use and adapt them.

• Demonstrate a good understanding of classroom management and how it impacts on children’s learning.

• Comply with all the school policies and procedures including those related to child protection, equal opportunities, health and safety, confidentiality and data protection; reporting concerns to appropriate persons.

• Work as part of a whole school team to help raise the standards of learning through an active role in the production, monitoring and evaluation of the School Improvement Plan and School Self Evaluation.

• Lead or support the development of an area of the curriculum / school.

• Participate in weekly staff meetings and school INSET days.

• Participate in and support the effective appraisal and professional development of both yourself and other staff in school.

• Undertake any other duties as may be reasonably required by the Headteacher or Governors.

**Personal Development and Well Being:**

• Be proactive in matters in relation to Health and Safety.

• Model and encourage a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives, particularly those relating to Early Years/KS1 practice.

• Maintain an understanding of current Government initiatives.

• Maintain a strong commitment to working within the school’s ‘team’ ethos.

• Set a good example in terms of dress, punctuality and attendance.