



DONHEAD PREPARATORY SCHOOL

EYFS Class Teacher

Job Description & Person Specification

- Donhead is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Enhanced DBS checks are carried out on all staff prior to appointment.
- Donhead listens to children and to staff via complaints and whistleblowing procedures.
- All staff will receive a full programme of induction.
- Donhead is committed to performance management and staff development and all staff are fully supported in their development and career goals.
- Donhead is fully committed to aiding the development of Catholic School Leaders of the future.

Job Description

The Class Teacher is responsible, in the first instance, for the general pastoral care, academic progress and good conduct of all pupils in their class. Parents are encouraged to make regular contact with Class Teachers and address any initial concerns to them. Class Teachers are members of a team, under the direction of the Headmaster, though they would report initially to the Assistant Headteacher or Deputy Headteacher if a problem were to arise.

Particular responsibilities of the Class Teacher are:

- To know those in their care, to provide direction, counsel and guidance as required.
- To be in class at the required time in order to register the pupils' attendance accurately and in accordance with the regulations in force.
- To see that the class, following registration, proceeds to the Gym for Assembly in complete silence. The teacher should then stay in the Gym.
- To set and to insist upon the required standard of good manners, appearance, and punctuality.
- To ensure their classroom is clean, tidy and desks and chairs are arranged in an orderly manner.
- To ensure that pupils are reminded of School activities and any information about pupils required by the School Office is provided.
- To make profitable use of PSHE, JPP and RHE periods.
- To accompany and to help supervise the class at functions of the whole School.
- To attend meetings where applicable.
- To be available for consultation with parents of pupils in the class at appropriate, reasonable and agreed times.
- To be observant for signs of unease, illness, overtiredness, and injury amongst pupils and to raise these with the relevant Assistant Headteacher, Deputy Headteacher or Headmaster.

- To record any complaint by a parent, in writing, sending it to the Headmaster's PA within 24 hours of the complaint being made: a written record of what attempts were made to resolve the complaint must also be provided.
- To follow all policies as laid down by the school.
- To plan and prepare the curriculum and lessons as required, following the agreed SoW at all times.
- To provide work and tasks that reflect the different abilities and individual needs of the children, employing a range of effective teaching methods.
- To submit planning in line with the programmes of study each term.
- To provide detailed revision guidelines to pupils prior to any internal examinations.
- To assess, record and report on the development, progress, and attainment of pupils regularly throughout each term in accordance with School Policy.
- To be aware of local, national, and global developments in your subject area(s).
- To provide a stimulating and enjoyable learning environment for pupils, making use of a range of strategies.
- Take a lead role in the academic monitoring of the boys in your classes.
- To promote the general progress and well-being of individual pupils within your care.
- Ensure homework assignments are entered in the diary, completed, and marked.
- To produce written reports for each pupil you teach, in line with school policy and adhere to deadlines.
- To organise suitable work to be done by the class in the event of a known absence.
- To participate in any arrangements that may be made for Appraisal and Staff Development.
- To attend open days, assessments, and school social events in support of the school.
- To attend Parents' Evenings as published in the school calendar.
- To share in the supervision of pupils during break periods.
- If required, cover the supervision of any pupils whose teacher is absent or otherwise not available.
- To provide excellent pastoral care for all pupils, ensuring that school policies are adhered to.

Discipline/Health and Safety

- To maintain good order and discipline among the pupils while safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- To establish a structured environment that is conducive to learning and recognize the importance of the staff as a team in ensuring good discipline within the school. This includes demonstrating effective classroom management, insisting on high standards of work and behaviour and with the appropriate use of rewards and sanctions.
- To attend First Aid/Health & Safety courses, as required by the school.
- To attend Child Protection training courses, as required by the school.
- To ensure that Health & Safety procedures are followed and that the boys in their charge are aware of fire drills.

Person Specification - EYFS

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • University graduate • PGCE or equivalent 	<ul style="list-style-type: none"> • CCRS • Evidence of CPD
Teaching Experience	<ul style="list-style-type: none"> • Evidence of successful teaching/training in EYFS. • Evidence of consistently good teaching and learning. • 	<ul style="list-style-type: none"> • The ability and willingness to contribute to extra-curricular activities. • Evidence of outstanding teaching and learning. • Experience of being a form teacher with pastoral responsibility.
Knowledge, skills and understanding	<ul style="list-style-type: none"> • Ability to work closely with parents. • Ability to use ICT effectively to enhance teaching and learning. • An understanding of how to use assessment to inform planning for good teaching and learning. • The ability to differentiate materials to meet the needs of learners. • Evidence of good classroom management skills. • Ability to work collaboratively and supportively with colleagues within the school. 	<ul style="list-style-type: none"> • Evidence of recent CPD.
Personal Qualities	<ul style="list-style-type: none"> • Sensitive to the needs of young children. • A willingness to learn and develop new skills. • To work proactively within the Roman Catholic ethos of the school. • An excellent attendance record. • Resilience and demonstrates ability to work well under pressure. • Manages time effectively. • Is willing to work within school procedures, process and to meet required standards of the role. • Is committed to continual personal and professional development. • Is reflective and learns from past experience. • Sensitive to the needs of parents. • Warm, friendly, sense of humour and organized. 	<ul style="list-style-type: none"> • Practicing Roman Catholic • Knowledge of Jesuit Education

Safeguarding Children

- Confirmation of up-to-date knowledge of relevant guidance in relation to working with and the protection of children.
- Displays commitment to the protection and safeguarding of children.
- Values and respects the views and needs of children.
- An Enhanced DBS disclosure.

Salary

Salary will be on the appropriate point of the Teachers' Pay Scale for Inner London.

This role reports directly to the Assistant Headteacher Pre-Prep.