



Alder Grove CofE Primary School
PPA/Leadership Cover Teacher (EYFS & KS1)
JOB DESCRIPTION

Salary: MPS/UPS

Contract type: Permanent, Part Time

Reporting to: Head of School

A classroom teacher will be responsible for the following main tasks:

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and ensure that the Teachers' Standards are met.
- To share responsibility for the welfare and safety of all the children in the care of the school.
- To communicate effectively with members of the team.
- To be an effective, successful and creative teacher catering for the needs of the children in the class.
- To teach within the framework of the school policies.
- To use planning set by the class teacher for the continual development of children in the class.
- To use the planning to resource an environment that will stimulate learning.
- To establish and maintain good relationships with children, parents and colleagues in line with the principles of inclusion.
- If working in the EYFS to help keep up to date Learning Journeys on each pupil, monitor children's progress and evaluate progress and performance.
- To liaise effectively with parents if necessary, giving feedback and encouraging parents to support their children at home.
- To accept responsibility with other members of staff for implementing school activities in accordance with school policy.
- To recognise the individual needs of each child within the class and liaise with the class teacher and outside professionals if required.
- To keep abreast of current educational initiatives.
- To undertake any other suitable duties that the Head of School may require from time to time.

Personal Qualities and Attributes:

- To model the school values and vision as we continue to establish ourselves as a newly opened school.
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.

- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be willing to go the extra mile, have high levels of stamina, energy and determination.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

Other Professional Requirements:

- To have a working knowledge of teachers' professional duties and legal liabilities.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, extra-curricular and pastoral functions of the school.
- To contribute to the running of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To liaise effectively with parents and governors.