



## Job Description and Person Specification

# Class Teacher EYFS

The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced CRB check.

Only applications submitted on the school's application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.

***Quwwat I Islam Girls' School is committed to the protection and safety of its pupils***

## Job Description

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| <b>Post:</b>                      | Class Teacher (EYFS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reports to:</b>                | Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Liaising with:</b>             | Headteacher, Leadership Team, Staff, Pupils, Parents/Carers, External agencies/professionals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Main Purpose:</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                   | Carry out the professional duties of a teacher as circumstances may require and in accordance with the schools' policies and ethos under the direction of the Headteacher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Key Functions:</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                   | <ul style="list-style-type: none"> <li>➤ Take responsibility for the progress and learning of children determined on an annual basis by the Headteacher and in accordance with the duties listed in this document.</li> <li>➤ The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.</li> <li>➤ Teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.</li> <li>➤ Maintain the positive ethos and core values of the school and wider community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |
| <b>Specific Responsibilities:</b> | <b>The main responsibilities of the post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                   | <ul style="list-style-type: none"> <li>➤ Teach pupils as directed by the Senior Leadership Team.</li> <li>➤ Attend relevant INSET/CPD opportunities and keep up with current educational pedagogies and methodologies.</li> <li>➤ To work with the multi-disciplinary team.</li> <li>➤ Support the subject and school leadership team in the development and management of a curriculum area.</li> <li>➤ Demonstrate a high standard of classroom management and practice and teach within the framework of the schools' policies and guidelines paying particular attention to equal opportunities and behaviour management.</li> <li>➤ Implement the school's positive behaviour management strategies in accordance with the behaviour management policy.</li> <li>➤ Implement agreed policies and guidelines.</li> <li>➤ Support initiatives taken by the school and SLT.</li> <li>➤ Assess pupil achievement and plan for future learning.</li> </ul> |

|  | The main responsibilities of the post Cont'd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|  | <ul style="list-style-type: none"> <li>➤ Plan appropriately to meet the need of all pupils, through the differentiation of tasks.</li> <li>➤ Keep appropriate and efficient records, integrating formative and summative assessment into planning.</li> <li>➤ Work with SLT and other colleagues to track the progress of individual children and intervene where pupils are not making progress.</li> <li>➤ Lead and manage a support staff team within the classroom ensuring the appropriate deployment of colleagues within the room.</li> <li>➤ Demonstrate good and outstanding classroom teaching.</li> <li>➤ Plan for, organise and maintain a stimulating classroom learning environment appropriate to the needs, age and level of development of the pupils, which facilitates learning.</li> <li>➤ Be responsible for safeguarding the health and wellbeing of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school.</li> <li>➤ Engage in and maintain a dialogue with parents/carers, therapists and other professionals about teaching and learning and progress of pupils in the allocated classes.</li> <li>➤ Participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the school</li> <li>➤ Report to parents/carers on the development, progress and attainment of pupils.</li> <li>➤ Make effective use of ICT to enhance learning and teaching.</li> <li>➤ Work with the Senior Leadership Team in implementing the schools' Development Plan.</li> <li>➤ Promote the agreed school ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.</li> <li>➤ Promote the school and celebrate its success at every opportunity.</li> <li>➤ Comply with and actively implement school policies regarding, Health &amp; Safety, Equal Opportunities, Safeguarding and Behaviour Management.</li> <li>➤ Participate in training and the implementation of health care practices.</li> <li>➤ Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the schools' safeguarding policy.</li> <li>➤ Maintain an up-to-date knowledge of curriculum and relevant SEN issues through INSET, wider professional development and research.</li> <li>➤ Support the leadership of your subject area as directed by the Headteacher</li> <li>➤ Help prepare a subject development plan for the area in consultation with colleagues/SLT.</li> <li>➤ Support the development and implementation of policies, schemes of work and other initiatives in that subject area.</li> </ul> |

|  | <b>The main responsibilities of the post Cont'd</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|  | <ul style="list-style-type: none"> <li>➤ Work with colleagues to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught</li> <li>➤ Provide guidance and support to teachers in the subject area on planning, delivery, appropriate teaching approaches and resources by means of meetings, working alongside individual teachers, and school-based INSET</li> <li>➤ Assist in monitoring and evaluating planning, quality of teaching and pupil progress in the allocated curriculum area.</li> <li>➤ Maintain up-to-date subject knowledge and knowledge of national and academy requirements and guidance in the curriculum area.</li> <li>➤ Participate in and support the performance management process</li> <li>➤ Carry out other tasks as reasonably requested by the Headteacher</li> </ul> |

## Person Specification

**Position:** Classroom Teacher

Quwwat ul Islam Girls' School is dedicated to appointing the best possible candidate for the position of class teacher.

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

Teachers at Quwwat ul Islam Girls' School will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all pupils. Our teachers will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

|                                                                                                | Essential | Desirable | Evidenced in                           |
|------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------------|
| <b>Education and Qualifications</b>                                                            |           |           |                                        |
| Qualified Teacher Status                                                                       |           | •         | Application<br>Interview<br>References |
| Evidence of continuous professional development                                                | •         |           | Application                            |
| <b>Experience</b>                                                                              |           |           |                                        |
| Proven ability as an excellent Classroom Teacher                                               | •         |           | Application<br>Interview<br>References |
| <b>Knowledge and Skills</b>                                                                    |           |           |                                        |
| Professional knowledge of what constitutes high quality and standards in teaching and learning | •         |           | Application<br>Interview<br>References |
| Professional understanding of inclusion and strategies for engaging all learners               | •         |           | Application<br>Interview<br>References |
| Professional understanding of safeguarding within a school setting                             | •         |           | Application<br>Interview               |
| Ability to write reports, keep accurate records and communicate effectively                    | •         |           | Application<br>Interview<br>References |

| <b>Knowledge and Skills</b>                                                                      |   |  |                                  |
|--------------------------------------------------------------------------------------------------|---|--|----------------------------------|
| Effective organisational skills                                                                  | ▪ |  | Application Interview References |
| Ability to work well with a range of audiences, including parents/carers and other professionals | ▪ |  | Application Interview References |
| Ability to use a positive approach to promote learning and excellent behaviour                   | ▪ |  | Application Interview            |
| Confident and competent in the use of ICT                                                        | ▪ |  | Application Interview References |
| Ability to lead and manage a team                                                                | ▪ |  | Application Interview References |
| Understanding of curriculum and assessment of pupil progress                                     | ▪ |  | Application Interview References |
| Understanding of cross-curricular teaching                                                       | ▪ |  | Application Interview References |
| Understand procedures and legislation relating to confidentiality                                | ▪ |  | Application Interview            |
| <b>Personal Attributes</b>                                                                       |   |  |                                  |
| Resilience, the ability to work under pressure and be able to meet deadlines                     | ▪ |  | Application Interview References |
| Proven ability to prioritise workload                                                            | ▪ |  | Application Interview References |
| Ability to work effectively and supportively within the academy team                             | ▪ |  | Application Interview References |
| Excellent communication and organisational skills (including written and oral skills)            | ▪ |  | Application Interview References |
| A commitment to safeguarding and promoting the welfare of children and young people              | ▪ |  | Application Interview References |
| Ability to work creatively and collaboratively                                                   | ▪ |  | Application Interview References |
| Demonstrably professional, honest and loyal                                                      | ▪ |  | Application Interview References |
| Ability to make and justify difficult decisions                                                  | ▪ |  | Application Interview            |

| <b>Personal Attributes</b>                                                                                                    |   |   |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|---|---|-------------------------------------|
| Commitment to our pupils and their learning, wellbeing and safety                                                             | • |   | Application Interview               |
| Committed to equality                                                                                                         | • |   | Application Interview               |
| Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults | • |   | Application Interview<br>References |
| Able to build and maintain successful and purposeful relationships                                                            | • |   | Application Interview               |
| Passionate about teaching and learning                                                                                        | • |   | Application Interview               |
| Open-minded, self-evaluative and adaptable to changing circumstances and new ideas                                            | • |   | Application Interview               |
| Willingness to be involved in the wider life of the school                                                                    |   | • | Application Interview               |
| Bring personal interests and enthusiasms to the school community                                                              |   | • | Application Interview               |