



**Uffington C of E (C) Primary School**

Broad Street, Uffington, Faringdon, Oxon SN7 7RA

e-mail: [head@uffingtonprimary.org](mailto:head@uffingtonprimary.org)

Tel/Fax: (01367) 820296

Headteacher: Mrs. Lisa Bradbury

*"The positive, supportive and caring ethos ensures that everyone is valued." (Ofsted - March 2017)*

## **Early Years Foundation Stage Class Teacher Job description**

**Closing Date:** 31<sup>st</sup> January 12 noon.

**Interview Date:** 13<sup>th</sup> February 2019.

**Job start date:** 23<sup>rd</sup> April 2019

**Job Title:** Early Years Foundation Stage Class Teacher

**Contract/hours:** Permanent, part time 0.6 FTE (Monday/Tuesday & Wednesday)

**Salary Type:** Main pay scale or Upper pay scale

**Location:** Uffington CE Primary School, White Horse Class

**Contact email address:** [head@uffingtonprimary.org](mailto:head@uffingtonprimary.org)

### **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

### **General Duties**

- Have due regard to the requirements of the FS National Curriculum, the School's aims, objectives, schemes of work and policies of the Governing Body.
- Share in the corporate responsibility for the well-being and discipline of all pupils.
- Uphold and support the school's Christian ethos and values.
- Take responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies including the part three health and safety policy; including taking responsibility for raising any concerns with the appropriate manager.

- Contribute to the provision of extra-curricular activities planned for the children each term.

### **Specific Duties**

#### **As Class Teacher**

- The teaching of pupils in the Foundation Stage (Reception and nursery).
- Assessment, record keeping and reporting as appropriate within the Foundation Stage Profile and school MIS.
- Co-ordination of all staff and volunteers working within the Foundation Stage Class.
- Liaison with Year 1 teachers and Pre-school providers regarding transfer.
- Working collaboratively with the KS1 Leader and other staff in the KS1 team.
- Plan and prepare work for the class, including long, medium and short term plans
- Write reports and attend parent consultations as required
- *Organise trips and excursions*
- Attend staff meetings
- Plan for and assess the progress of SEN children
- Order and maintain resources
- Keep up to date with educational developments
- Attend CPD opportunities
- Ensure a high standard of learning is experienced by the pupils
- Ensure that a broad and balanced curriculum is in place
- Implement school policies
- Ensure that pupil progress is monitored regularly and appropriate steps put in place to support or extend pupils as necessary
- Work as a part of the school team, implementing the Raising Achievement Plan and supporting the work of subject leaders

#### **Joint Subject Leader (alongside Job share)**

- Write policies.
- Collect together termly planning, to form a whole school overview of the work taking place.
- Have an overview of the curriculum plan.
- Collect evidence of the children's work in your subject area
- Be responsible for ordering new resources as required by other staff, keeping spending within the budget allocated.
- Lead moderation of work.
- Attend Subject meetings.
- Lead weekly EYFS team staff meetings and other whole school staff meetings when appropriate.
- Write/ contribute to the EYFS section of the Raising Achievement Plan each year to facilitate development and improved outcomes.
- Feedback to Governors thrice yearly on RAP priorities.

**Information about the school:** Visits are warmly welcomed however additional information can be found here: <https://uffingtonschool.co.uk/>

**Essential requirements:** Please refer to the person specification.

We are looking for an excellent teacher, with experience. We want to recruit an outstanding and inspirational class teacher, who enjoys being part of a team. The successful candidate will be able to demonstrate a commitment to the best outcomes for all pupils. Our most recent Ofsted (March 2017) graded us "good and improving." If you would like to be part of a dynamic school seeking to become outstanding we would encourage you to apply. We can offer comprehensive professional development, and excellent links to our partnership schools, as we consistently strive to ensure that our staff reach their full potential. We highly value our relationships with all stakeholders, have a supportive PTA and strong community links all underpinned by our Christian ethos.

**Application procedure:**

For full details including job description and person specification please go to the school website or contact the school office. Applications should be made using the Oxfordshire County Council application form and submitted to the following address: [head@uffingtonprimary.org](mailto:head@uffingtonprimary.org)

Please note that we are a committed equal opportunities employer:

<http://www.uffington.oxon.sch.uk/wp-content/uploads/2017/12/Equality-policy.pdf>

**Safeguarding Statement**

All appointments are subject to satisfactory pre-employment checks, including DBS. The post is covered by the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 because it is a post which involves working directly with children or young people. All applicants are required to declare any criminal convictions (or cautions or bind overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

All appointments are subject to satisfactory references and it is standard practice during the recruitment and selection process to conduct pre-employment checks.

Please note that feedback can only be given to candidates who are asked to attend interview.