



The Willows School and Early Years Centre
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To become honest, active citizens and lifelong learners in a global society

POST TITLE: Qualified Class Teacher
GRADE: MPS
HOURS: Full time/Part time
LOCATION: The Willows School and Early Years Centre
RESPONSIBLE TO: Headteacher

Purpose of job

To raise standards of attainment through high quality teaching and learning for all pupils.

Key Objectives

1.	To ensure each child has equal entitlement to a broad and balanced curriculum
2.	To create a stimulating and supportive learning environment
3.	To promote a positive and effective partnership with parents
4.	To foster enjoyment and positive attitudes to learning and towards each other

Major Areas of Responsibility

- Knowledge and understanding of how pupils learn
- Planning, teaching and class management
- Monitoring, assessment, recording, reporting and accountability
- Other Professional Requirements

Key Tasks

- Establish and maintain a safe, supportive environment and purposeful working atmosphere
- Understand the purposes, scope, structure and balance of EYFS, National Curriculum and R.E.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development
- Have a knowledge of effective ways of working with parents and other carers
- Have an understanding of the roles and responsibilities of other agencies with responsibility for the care of young children

- Develop and maintain long, medium and short term plans which ensure pace, motivation and challenge
- Identify pupils who have Special Education Needs; are very able; and are not yet fluent in English; and give positive and targeted support
- Provide opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development
- Set clear targets for pupils' learning, building on prior attainment and ensure that pupils understand the purpose of what they are asked to do
- Set high expectations of pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching, positive and productive relationships
- Mark and monitor pupils' work according constructive feedback, and setting targets for pupils progress
- Assess and record each pupil's progress systematically, through focused observation, questioning, testing and marking
- Be familiar with the SEN Code of Practice, implementing and keeping records on IEP's for pupils on Stage 2 and above
- Be familiar with statutory assessments and reporting requirements and know how to prepare and present informative reports to parents
- Have a working knowledge of teachers professional duties and legal reliabilities and responsibilities
- Have established, effective working relationships with professional colleagues
- Set a good example to pupils they teach, through personal and professional conduct
- Understand the need to take responsibility for their own professional development

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Service check.

(ref: Milton Keynes Council Job Profile)