

## JOB DESCRIPTION

**Job Title:** Early Years Teacher  
To start September 2025 or sooner  
**Grade:** Teacher Main Scale (31,650 – 43,607)

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

To promote the Catholic ethos of the school by ensuring:

- Religious Education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- Religious Worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- Provide high quality learning and teaching experiences which leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.

### Key Duties / Responsibilities

- Has knowledge of the Early Years Foundation Stage curriculum and Early Stages of child development, and are able to plan effectively to incorporate these into practice.
- Be creative, imaginative, use innovative and have high expectations of pupil achievement, attainment and behaviour.
- Contribute to creating and maintaining an environment and a code of behaviour, which promote and secure good teaching, effective learning, and high standards of behaviour and standards of achievement.
- Contribute to the establishment of effective systems for monitoring and evaluating the curriculum, including assessment of learning and teaching, which lead to continual improvement.
- Ensure parents are kept fully informed of children's progress, through informal written feedback (school diaries), individually requested appointments, open evenings and annual reports.
- Contribute to creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school.
- Contribute to developing effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Support school and parish events.
- Support the principal in creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth in the knowledge and love of God, their achievement and personal development.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.

This job description is compliant with the requirements of a Catholic school under the terms of the Catholic Education Service contract signed with the governors as employers.

The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation

This job description may be amended at any time, following consultation between the principal and class teacher and will be reviewed annually.