



Class Teacher (EYFS) Job Description

RESPONSIBLE TO: Head of School

MAIN PURPOSE

The EYFS teacher will:

- Fulfil the professional responsibilities of an EYFS class teacher, as set out in their contract of employment
- Meet the expectations set out in the UK Teacher's Standards (Early Years) 2013

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons and activities to assigned early years classes, following the school's planning guidance, curriculum and schemes of work (where appropriate)
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils within the early years, making accurate and productive use of assessment in line with school policy
- Adapt appropriate early years teaching to respond to the strengths and needs of all pupils
- Set high expectations which inspire, motivate and challenge pupils in the early years
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge within the early years setting and UK Development Matters framework
- Nurture the wellbeing of all pupils
- Provide a stimulating early years environment where age-appropriate resources can be accessed appropriately by all pupils

Whole-school organisation, strategy and development

- Support the ethos of Anfield as a Catholic school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Record daily attendance of pupils according to the norms established by the school and follow up on student non-attendance

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate
- Maintain an up-to-date understanding of current trends in teaching and learning, both in the UK and Hong Kong

Communication

- Communicate effectively with pupils, parents and carers in both oral and written form as required by the school
- Consult with outside professional agencies where appropriate to support the needs of pupils

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out your professional duties and responsibilities
- Maintain high levels of professional appearance at all times
- Be fully committed to the school and be prepared to undertake additional responsibilities within the organisation which may reasonably be required by the Head of School

Management of staff and resources

- Direct and supervise teaching assistant assigned to you
- Deploy resources delegated to you appropriately and suitably within the context of your role

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent, Hong Kong Mandatory Reporting Ordinance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Maintain positive links with parents through regular communication and report outcomes of all such contacts to your Line Manager or Head of School

Other areas of responsibility

- To take appropriate responsibility for one's own health, safety and welfare as well as the health and safety of pupils, visitors and colleagues in accordance with the requirements of UK and HK legislation and school policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK/overseas equivalent and Hong Kong Sexual Convictions Record Check (SCRC) on arrival in Hong Kong.

Last review date: Nov 2025

Next review date: October 2026