



## Job Description and Personal Specification

<b>Post Title:</b>	<b>Early Years Teacher</b>
<b>Salary:</b>	MPS/EPT
<b>Job Purpose:</b>	<p>To be an exceptional practitioner ensuring high standards of teaching and learning in EYFS.</p> <p><i>(EPT) To contribute/play a key role in leading school improvement.</i></p> <p>To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers' Pay and Conditions Document as directed by the Headteacher.</p>
<b>Responsibilities &amp; Role.</b> <b>General Duties</b>	<ul style="list-style-type: none"><li>• To align to the Core EYFS vision, with creativity and high standards at its heart.</li><li>• To be an exceptional teacher for EYFS displaying expertise in a range of creative teaching methodologies to address pupils' early learning styles.</li><li>• To be visionary and creative in the implementation of high standards and active learning across the Early Years curriculum.</li><li>• To ensure high quality and effective assessment of pupils across the Early Years and through the completion of the Early Years Foundation Stage profile.</li><li>• To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.</li><li>• To coordinate and evaluate continuity and progression across Nursery and Reception through shared practice and focused classroom observations.</li><li>• To embrace and support change positively in line with the School Improvement plan.</li><li>• To support all EYFS/Key Stage 1 staff have an understanding of the EYFS curriculum and implement strategies to regularly track value added across Early Years and monitor standards to inform school review.</li><li>• To build capacity for self-evaluation and developmental priorities and strategically plan improvements in Early Years practice.</li><li>• <i>(EPT) To be a key contributor to the extended leadership team, supporting the ethos and standards of the school and determining its needs and priorities.</i></li><li>• <i>(EPT) To be responsible for the implementation and evaluation of agreed development strategies on the School Improvement Plan in terms of measurable success criteria.</i></li><li>• <i>(EPT) To be a collaborative member of the Early Years team, reacting to staff needs through mentoring and mutual support.</i></li></ul>



- To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
- To be reflective when displaying professionalism and commitment to all areas of school life.
- To be a Key Worker in the collection and sharing of moderated assessment
- To inspire children to become active participants and independent learners.
- To ensure the learning agenda is shared creatively with the children.
- To be enthusiastic about initiating and trialling new teaching and learning methodology and establish the new EYFS framework.
- To ensure regular formative and summative observations are made of each pupil in the class to monitor and maximise performance in relation to developmental bands.
- To implement new initiatives with clarity and commitment and display flexibility towards curriculum changes.
- To provide a stimulating, secure and safe learning environment, both inside and out for the pupils, where children's work is well-displayed, and pupils can interact with their child chosen learning opportunities.
- To be responsible for discipline in the classroom and in other areas of the school as appropriate and to exercise pastoral care over the class.
- To be committed to parental and community involvement and to the whole life of the school.
- To ensure high standards in all aspects of school life and work by setting high expectations for our children.
- To be prepared to undertake further professional development, be reflective in their practice and participate in school review procedures.
- To be committed to personal staff development and training.
- To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
- To create an inspiring and professional work environment consistent with the school's values and aspirations.
- Use national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Inform and report to colleagues, Governors and parents about that area of the curriculum.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.
- Support and manage Teaching Assistants in the Early Years.
- Ensure effective communication with all colleagues (teaching and support staff).
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues, partnership schools and parents relative to the above duties.





	<ul style="list-style-type: none"><li>• To be aware of their responsibility for data protection, acting in accordance with the Data protection Act 1984 for the security, accuracy and significance of personal data</li><li>• Protection, Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of and support difference and ensure equal opportunities for all.</li><li>• Contribute to the overall ethos/work/aims of Orchard Meadow Primary school</li></ul>
<b>Communications:</b>	<ul style="list-style-type: none"><li>• To communicate effectively with the parents/carers of students as appropriate</li><li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li><li>• To follow agreed policies for communications in the school</li></ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"><li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li><li>• To promote actively the school's Policies &amp; Procedures</li><li>• To continue personal development as agreed</li><li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li><li>• To undertake any other duty as specified not mentioned in the above</li><li>• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed</li></ul>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title</p>	

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*



<b>Printed Name</b>	
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<b>Signed</b>	
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<b>Date</b>	
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**Personal Specification**  
**Classroom Teacher (EYFS)**

<b><u>Essential Requirement</u></b>	<b><u>Desirable Requirement</u></b>	<b><u>Method of Assessment</u></b>
<b>Qualifications</b>		
<ul style="list-style-type: none"><li>• A Degree</li><li>• A Postgraduate teaching qualification</li></ul>	<ul style="list-style-type: none"><li>• Further professional development opportunities undertaken</li></ul>	Application form/ Interview
<b>Experience</b>		
<ul style="list-style-type: none"><li>• Experience of teaching (practice) in EYFS, KS1 maintained or independent sector</li></ul>	<ul style="list-style-type: none"><li>• Experience of coaching/mentoring others</li></ul>	Application form/ Interview
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"><li>• Excellent subject knowledge of Early Years Framework/Curriculum</li><li>• Experience of assessment under national curriculum</li></ul>	<ul style="list-style-type: none"><li>• ICT competent, in particular SMART boards and Apple Technology</li><li>• Tapestry</li></ul>	Interview process
<b>Personal Competencies and Qualities</b>		
<ul style="list-style-type: none"><li>• Excellent classroom practitioner</li><li>• Strong SEND practices</li><li>• Energy and commitment</li><li>• The ability to work easily with colleagues as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Well organised and willingness to organise extra-curricular activities.</li><li>• Successful mentoring/coaching other staff</li></ul>	Interview process
<b>Motivation and Expectations</b>		
<ul style="list-style-type: none"><li>• To be up to date with current thinking in education</li><li>• To have a desire to develop a career looking towards further promotion.</li><li>• Commitment to professional development of self and others</li></ul>		Interview process