**JOB DESCRIPTION**

**TEACHER – EARLY YEARS**

**Strategic direction and development**

In co-operation with, and under the direction of the Headteacher and Deputy Headteacher to:

* Support the vision, ethos and policies of the school and promote high levels of achievement in the Early Years Stage.
* Support the creation and implementation of the School Development Plan, especially as it relates to the Early Years Stage and to take responsibility for appropriately delegated aspects of it.
* Support all staff in achieving the priorities and targets of the school sets and monitor the progress of those which relate to the Early Years Stage.
* Support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact on the Early Years Stage.
* Ensure that parents are well informed about the curriculum, targets, children’s progress and attainment at the Early Years Stage.
* Play a role in ensuring that parents are fully involved in their child’s education.

**Teaching and learning**

* Be responsible for the teaching of an Early Years Stage class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
* Support the Head and Deputy Headteachers in the monitoring of the quality of teaching and children’s achievements across the Early Years Stage, including the analysis of performance data.
* Support the Head and Deputy Headteachers in developing links with parents of children in the Early Years Stage and managing transition.

**Leading and managing staff**

* + Support the Headteacher in developing positive working relationships with and between all pupils and staff in the Early Years Stage.
  + Support the performance management process as required and use the process to develop personal and professional effectiveness.
  + Ensure that the Headteacher, SMT and Governors are well informed about policies, plans and priorities for the Early Years Stage, its success in meeting objectives and targets, and any future development needs.

**Effective deployment of staff and resources**

* Support the Headteacher in the deployment of staff in the Early Years Stage, and support those staff in their duties.
* Work with the Head and Support Services Manager in establishing priorities for expenditure for the Early Years Stage, and to monitor the effectiveness of spending and usage of resources.

**General**

* Take on specific tasks related to the day to day administration and organisation of the school.
* Take on any additional responsibilities, which might from time to time be determined.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

**VICTORIA COMMUNITY SCHOOL**

**PERSON SPECIFICATION – EARLY YEARS STAGE TEACHER**

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| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Measured by** |
| Qualifications | * Qualified Teacher Status * Degree |  | A |
| Experience | * Experience of planning, teaching and evaluating within Early years Stage * Experience of managing and organising an effective learning environment * Experience of planning a curriculum for continuity and progression | * Working with the community * EAL teaching * New developments in the Early Years curriculum | A  I |
| Practical skills | * Able to use ICT effectively for teaching, learning and personal development * Very good communication skills * Manage children’s behaviour in a positive way |  | A  I |
| Personal Qualities | * Drive and enthusiasm * Committed and continual improvement * Organised and able to work under pressure * Ability to relate well to children and adults * High expectations of self, children colleagues and other stakeholders * Fully committed to equal opportunity for all * Commitment to continual professional development | * Adaptable * Prioritise and time manage effectively * Work well under pressure * Sense of humour * Reliability and integrity | A  I |

A – Application I - Interview