

## Grading

# Job Description and Employee Specification

<b>Job title:</b> EYFS Classroom Teacher (Primary)	<b>Service area:</b> Learning Skills and Culture - Schools
<b>Post number:</b>	<b>Division:</b> Schools
<b>Grade:</b> M1 – M6	<b>Section/team:</b> Gunness and Burringham Primary School
<p><b>Overall purpose of job:</b></p> <ul style="list-style-type: none"> <li>◆ You are required to carry out the professional duties of a schoolteacher as set out in the School Teachers Pay and Conditions document.</li> <li>◆ The post holder will be expected to work in accordance with the policies of the school and the Local Authority.</li> </ul>	
<p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<p><b>Main responsibilities:</b></p> <ul style="list-style-type: none"> <li>◆ To teach a class full time, to the high standard expected by the Headteacher, Governors and the community served by the school.</li> <li>◆ To be responsible to the Headteacher or her representatives.</li> <li>◆ To manage and lead a curriculum area (unless completing ECT years) following school policy.</li> <li>◆ To maintain good order and discipline among pupils whilst safeguarding their health and safety during activities which take place within and outside school.</li> <li>◆ To supervise and manage other adults, for example teaching assistants and / or special needs support assistants.</li> <li>◆ To attend staff meetings, parents' evenings and school training day meetings as appropriate.</li> <li>◆ To participate in procedures for implementing the school's Performance Management policy.</li> <li>◆ To perform delegated duties in accordance with any directives reasonably given by the Headteacher or her representatives.</li> </ul>	
<p><b>TEACHING AND PASTORAL CARE</b></p> <ul style="list-style-type: none"> <li>◆ As a classroom teacher plan, prepare and teach to meet the educational needs of all children assigned in accordance with the National Curriculum and policies of the school.</li> <li>◆ To be aware of individual needs within the classroom, both educational and pastoral.</li> <li>◆ To identify and support accordingly, pupils with special needs, including more able children, in liaison with other school staff and professional from external agencies.</li> <li>◆ Provide guidance on the social and personal development of children and undertake</li> </ul>	

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pastoral care of pupils.

- ◆ To have high expectations and to create a learning environment of high quality and organisation.
- ◆ To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness.
- ◆ To co-operate with other members of staff, work as part of a team with professionalism, to achieve the overall aims and objectives of the school.
- ◆ To take part in the assessment of pupils within the school in accordance with statutory guidelines and school policies.
- ◆ To liaise with parents and keep them informed about their child's education and progress in line with school policy.

### **Additional EYFS Responsibilities**

- ◆ To plan and deliver a high-quality Early Years curriculum in accordance with the Early Years Foundation Stage (EYFS) Framework.
- ◆ To provide a stimulating, inclusive and well-organised indoor and outdoor learning environment that promotes learning through play, exploration and first-hand experiences.
- ◆ To observe, assess and record children's learning and development, using this information to plan appropriate next steps.
- ◆ To contribute to the completion of the EYFS Profile and other statutory assessment requirements.
- ◆ To support children's personal, social and emotional development and ensure that all children feel safe, secure and valued.
- ◆ To establish positive partnerships with parents and carers and promote parental engagement in children's learning.
- ◆ To work closely with support staff to ensure all children, including those with SEND, make strong progress from their individual starting points.

### **PROFESSIONAL DEVELOPMENT**

- ◆ To review personal teaching methods and programmes of work.
- ◆ To undertake, as necessary or required, training to ensure continued professional development.

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### Position in organisation:

Indicate how many staff the post is directly accountable for: 0

Are posts in more than one location? No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? NO

indicate which post(s) \_\_\_\_\_

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

### **Note**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description                      20 May 2026

Date copy sent to Post holder

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JOB TITLE EYFS teacher

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Qualified Teacher Status (QTS).</li> <li>❖ Evidence of continuing professional development.</li> <li>❖ Knowledge of positive behaviour management.</li> <li>❖ Commitment to ongoing professional learning.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Good honours degree</li> <li>❖ Post-graduate study (PGCE)</li> <li>❖ Training in Early Years education.</li> <li>❖ Relevant EYFS professional development.</li> <li>❖ Early Childhood Studies or other relevant qualification.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Application form</li> <li>❖ Interview</li> <li>❖ References</li> <li>❖ Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Successful teaching experience within the primary phase.</li> <li>❖ Experience of planning, teaching and assessing learning.</li> <li>❖ Experience of meeting the needs of pupils with SEND.</li> <li>❖ Ability to work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recent experience teaching within EYFS.</li> <li>❖ Experience of completing or contributing to the EYFS Profile.</li> <li>❖ Experience of using observation-based assessment.</li> <li>❖ Experience of working with children at the earliest stages of learning and development.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Application form</li> <li>❖ Interview</li> <li>❖ References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>❖ Excellent classroom practitioner.</li> <li>❖ Secure understanding of the Early Years Foundation Stage Framework.</li> <li>❖ Knowledge of child development and early learning.</li> <li>❖ Ability to create a nurturing and stimulating learning environment.</li> <li>❖ High expectations for all children.</li> <li>❖ Strong communication and interpersonal skills.</li> <li>❖ Ability to build positive relationships with children, parents, staff and governors.</li> <li>❖ Effective use of assessment to inform planning and next steps.</li> <li>❖ Good ICT skills.</li> <li>❖ Commitment to inclusive practice.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of leading or contributing to curriculum development.</li> <li>❖ Knowledge of effective early reading and early mathematics teaching.</li> <li>❖ Experience of developing continuous provision.</li> <li>❖ Knowledge of outdoor learning approaches.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Application form</li> <li>❖ Interview</li> <li>❖ References</li> </ul>

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<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>❖ Reliable, honest, efficient, well-organised</li> <li>❖ Openness and willingness to learn</li> <li>❖ Good communication skills – able to relate to people at all levels</li> <li>❖ Able to set targets and meet deadlines</li> <li>❖ Caring and understanding approach with commitment to justice, equity and equal opportunities</li> <li>❖ Sense of humour</li> <li>❖ Enthusiastic, energetic, imaginative, forward looking, hard working</li> <li>❖ Professionalism, sensitivity and discretion</li> <li>❖ Warm, nurturing and child-centred approach.</li> <li>❖ Enthusiasm for working with young children.</li> <li>❖ Commitment to safeguarding and promoting the welfare of children.</li> <li>❖ Ability to remain calm, patient and flexible.</li> <li>❖ Positive attitude and willingness to contribute to the wider life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Whole ‘rounded’ personality</li> <li>❖ Be able to work on own initiative within the school framework</li> <li>❖ Be a positive and enthusiastic forward looking teacher</li> <li>❖ Commitment to parental/community involvement</li> </ul>	<ul style="list-style-type: none"> <li>❖ Application form</li> <li>❖ Interview</li> <li>❖ References</li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>❖ Available for some out of hours working, including Parents Evening, and other in-service commitments</li> </ul>	<ul style="list-style-type: none"> <li>❖ Interests other than education</li> <li>❖ Willingness to participate in school extra-curricular activities</li> <li>❖ Residence within reasonable travelling distance from school</li> </ul>	<ul style="list-style-type: none"> <li>❖ Application form</li> <li>❖ Interview</li> <li>❖ References</li> </ul>
<p>Employee: (signed) _____ (print) _____ Date: _____</p> <p>Manager: (signed) _____ (print) _____ Date: _____</p>			