



בס"ד

Headteacher
Mr Yosh Radomsky
B.A. (Hons), NPQH

Principal
Dayan Eliezer Zobin M.A.

INDEPENDENT JEWISH DAY SCHOOL

46 Green Lane, Hendon,
London NW4 2AH

Tel: 020 8203 2299
Email: office@ijds.co.uk
Site: www.ijds.co.uk



The Independent Jewish Day School is a one-form entry Academy, situated in Hendon.
We are a modern Orthodox school whose values and ethos embody a love of Torah with a love of Israel.

We are looking to appoint a:

RECEPTION CLASS TEACHER & EYFS LEAD

For September 2025 start

Part Time or Full Time

The successful candidate will :

- Have QTS or the equivalent qualifications
- Have experience in planning and delivering the EYFS curriculum
- Have passion for working with children
- Have the ability to cater for the needs of all children
- Be committed to improving the outcomes of all children
- Be a team player

We can offer you:

- A warm, family-friendly school
- Supportive SLT, Governors, staff and parents
- Children who are eager to learn
- Passion for high standards
- Excellent CPD opportunities
- Generous non-contact time
- Creative and well-resourced learning environments

Applications close: Friday 16th May 2025 at 12pm.

Interviews: from Tuesday 20th May 2025

Application forms can be downloaded from our website www.ijds.co.uk/vacancies.

Visits to the school are warmly welcomed

IJDS is committed to safeguarding and promoting the welfare of children and will carry out appropriate safeguarding checks, including a DBS, prior to confirmation of appointment. The school may carry out online searches on shortlisted applicants and all applicants may be required to provide details of their online profile, including social media accounts, as part of their application.



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Job Description

Reception Teacher & EYFS Lead

Salary: Outer London Teacher's Pay Scale, including Upper Pay Scale (dependant on experience and qualifications)

Post: Part Time or Full Time

Reporting to: Deputy Headteacher

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

MAIN PURPOSE OF THE JOB:

- Take specific responsibility for day today management of planning, teaching and learning of Reception.
- Be an excellent classroom practitioner; working in accordance with the school's policies, under the direction of the Headteacher
- Have a positive impact on educational progress
- Secure progress of every child including those with SEND, PP and more able pupils
- To support, hold accountable, develop and lead the EYFS team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils in the Early Years Foundation Stage.

AREAS OF RESPONSIBILITY AND KEY TASKS:

A) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Planning and resourcing continuous provision and adult focused activities to support learning in the Early Years Foundation Stage
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- Encouraging pupils to think and talk about their learning, develop self-control and independence, work collaboratively, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies, which involve planned adult intervention, first-hand experience and talk as a vehicle for learning
- Assess, record and report on development, progress and attainment for every pupil in the class
- Use and develop assessment processes/ systems to ensure they are fit for purpose
- Keep records and reports on personal and social needs of pupils

- Communicate and consult with parents evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Maintain resources in the classroom/outside learning environment ensuring they are kept up to date, accessible and support learning
- Ensuring support staff are deployed effectively, helping to progress the learning of every child

B) Monitoring, Assessment, Recording, Reporting

- Monitor pupils' work and set next step targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessment of students as requested by examination bodies, departmental and school procedures
- Prepare and present informative reports to parents
- Collect and maintain an evidence file to support judgements about pupils' learning
- Measure the impact of intervention strategies on individual children's progress.

C) EYFS Lead

- To work with the SLT to accelerate progress for all pupils in EYFS
- To be able to write / adapt / update an EYFS curriculum which has progression from Nursery to Reception and monitor its effectiveness
- To ensure children reach a good level of development, monitoring progress and analysing data across the EYFS and set next steps
- To support, develop and coach teaching and learning across EYFS, so that the school has consistently good or better teaching
- To lead and co-ordinate assessment across EYFS, maximising pupil and parental engagement
- To work with subject leads so that they are all aware of the EYFS requirements within their specific subject area

The EYFS lead will also have key accountabilities for:

Knowledge and Understanding

- What constitutes high quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising standards and outcomes for EYFS children
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership
- To have a solid understanding of child development

Strategic Leadership

- Help develop a highly effective Early Years team through effective systems
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes for children in Early Years
- Be able to present a coherent and accurate account of the children's performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including Governors, the Local Authority, Ofsted and others
- Lead by example, provide inspiration and motivation to your teams.
- Embody for the pupils, staff, governors and parents the vision, purpose and leadership of learning in EYFS
- Ensure that all teaching staff and non-teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of all EYFS children

D) Curriculum Development

- Contribute to the whole school's planning activities
- Contribute to key areas of school development in line with the School Development Plan

E) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to develop as learners and meet high expectations
- Contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, extra-curricular and pastoral functions of the school
- Take part in marketing and liaison activities such as Open Morning, Parents' Evenings and events with partner schools
- Organise and run transition sessions for prospective new entrants into the school
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents
- Support the aims and ethos of the schools as set out in the values, vision and mission statement.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING:

- Share our commitment to safeguarding and an ongoing culture of vigilance
- Follow school safeguarding policies and procedures at all times
- Follow child protection and whistle blowing procedures in place

For more details, please contact Mrs Masters in the school office: office@ijds.co.uk.

Application forms are available on our website: www.ijds.co.uk/vacancies



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Early Years Foundation Stage Lead - Person Specification

E = Essential; D = Desirable		E	D
Knowledge and Experience			
A good honours degree with QTS		X	
Experience of successful senior school leadership			X
Experience of working in a Modern Orthodox Jewish school			X
Strategic direction and development of the school			
Ability to support and promote the Jewish Modern Orthodox ethos of the school			X
Ability to provide the educational vision for the EYFS department and curriculum, which secures the continued focus on excellent teaching and learning		X	
Ability to think strategically and plan effectively in both the short and long term		X	
Ability to ensure buy-in from all stakeholders to the school's vision		X	
Teaching and Learning			
Experience of delivering and managing a stimulating curriculum and excellent teaching and learning to ensure pupils receive an outstanding education		X	
Knowledge of the EYFS curriculum and the Early Learning Goals (ELGs)		X	
Ability to monitor, evaluate and promote excellent classroom practice		X	
Commitment to raise academic and personal achievement of all pupils		X	
Experience of implementing effective Assessment for Learning strategies		X	
Ability to work closely with the Headteacher and other Senior Leaders to improve the provision and outcomes of all children in the EYFS		X	
Competent in the use of ICT, for the curriculum, assessment, communication and evidence-gathering		X	
Leading and Managing staff / Effective deployment of staff			
Experience in motivating, exciting and inspiring a team			X
Experience of effective staff management including Performance Management			X
Experience of staff recruitment, succession planning and developing staff			X
Accountability			
Ability to plan, delegate, set targets and review with required rigour to ensure that staff are held accountable for their performance		X	
Management of the department			
Provide leadership and direction, and be an effective decision maker		X	
Experience of budget setting and financial management			X
Ability to set up operational and organisational processes for the effective running of the EYFS department			X
An understanding of any developments and changes in education, the impact of these on leadership and management of a primary school and how it affects preparation for a Ofsted inspection		X	
Experience of building on / creating the EYFS sections of a School Development Plan			X
Community			
Ability to build on and develop excellent relationships with the local community		X	
Experience of working in partnership with outside agencies			X
Experience of promoting and providing extra-curricular activities and extended school provision			X
Personal Qualities			
Excellent communication skills		X	
Passionate about excellence in education		X	
Passionate about developing pupils' skills and experiences		X	
Ability to make difficult decisions		X	
Ability to use your initiative and drive forward a department		X	