



OLD CLEE PRIMARY ACADEMY

Inspired to Believe, Learning to Succeed

Job Title:	Early Years Teacher (FS2)
Grade/Salary:	MPS/UPS (dependent on experience)
Hours:	Full-time
Contract Type:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Senior Leadership Team

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Deliver engaging, creative and developmentally appropriate learning experiences in line with Early Years Foundation Stage (EYFS) framework.
- Foster a positive, caring and stimulating environment where every child can thrive

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good knowledge of Early Years Foundation Stage Framework

Whole-school organisation, strategy and development

- 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 academy
- Work with others on curriculum and pupil development to secure coordinated outcomes

Monitoring, assessment, recording and reporting

- Monitor, assess and record children's progress effectively.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records
- Check work is understood and completed, monitor strengths and weaknesses

- › Inform planning and recognize the level at which the pupil is achieving
- › Undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- › Prepare and present informative reports to parents

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

Professional development

- › Take part in the school's appraisal procedures
- › Take part in further training and development in order to improve own teaching

Communication

- › Communicate effectively with pupils, parents and carers
- › Work collaboratively with colleagues, parents and carers to support children's development

Working with colleagues and other relevant professionals

- › Collaborate and work with colleagues and other relevant professionals within and beyond the academy
- › Develop effective professional relationships with colleagues

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 their professional duties and responsibilities

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) 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

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 a manager to undertake work of a similar level that is not specified in this job description.

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

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful Early Years teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the Early Years Foundation Stage statutory framework • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Ability to collaborate effectively and efficiently with school teams and work with other professionals and agencies • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Ability to contribute to establishing, maintaining and developing positive behaviour, good order and assertive discipline in the classroom • Good ICT skills, particularly using ICT to support learning • Ability to carry out well planned, organised and innovative lessons • Ability to use information and data for purposes of recording, monitoring, evaluation and reporting • Ability to direct and supervise support staff in class
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Communication skills, oral, written and presentational
References	<ul style="list-style-type: none"> • Positive recommendation(s) in 2 professional references • DBS clearance/no adverse outcomes from the DBS check