

JOB DESCRIPTION

Job Title: EYTS Teacher

Grade: SECAT UTR 1-6

Hours: 13

Responsible to: The Headteacher

You will be expected to carry out the duties of a teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions, and to carry out other such associated duties as are reasonably assigned by the Head teacher.

The post holder will:

- Implement and deliver an appropriately broad, balanced, relevant and inspiring curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage in line with the policies of the school and national directives.
- Facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils.
- Prepare and implement support plans for individual pupils.
- Foster a learning environment and educational experience which provides pupils with the opportunity to develop and fulfil their individual potential.
- Share in the development and review of the EYFS curriculum, teaching materials, methods of teaching and assessment in collaboration with the wider EYFS team and EYFS Lead.
- Support and contribute to the school's responsibility for safeguarding children.
- Work in partnership with the Early Years Lead to develop the EYFS team.
- Closely liaise with parents, carers and other professionals within the Early Years Foundation stage, and the wider school, including fellow staff, subject leaders and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
- Motivate children's learning, both indoors and outdoors, encouraging learning through experience and interests.
- Ensure the smooth transition between Nursery and Reception.
- Teach all areas of the Foundation Stage curriculum.
- Be responsible and support the EYFS lead to ensure effective planning, preparation and evaluation of all aspects of EYFS provision.
- Provide pastoral care and support to children and provide them with a secure environment in which to learn.
- Develop and produce quality visual aids, teaching resources and areas of continuous provision within the EYFS unit.
- Organise learning materials and resources, making imaginative use of resources.
- Assist with the development of children's personal/social and language abilities.
- Support the development of children's basic skills, including physical coordination, speech and communication.

- Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play.
- Develop children's curiosity, knowledge and skills through our skills based provision offer.
- Work with others and contribute to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors.
- Share knowledge gained with other practitioners and parents/carers.
- Observe, assess and record each child's progress and prepare reports for external agencies.
- Ensure the health and safety of children and staff is maintained during all activities.
- Keep up to date with changes in the EYFS and developments in best practice.
- Be adaptable and flexible.

General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature:

Date:

Line Manager's Name:

Signature:

Date:

PERSON SPECIFICATION

| Requirement | Essential | Desirable |
|----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • EYTS—Early Years Teacher Status (Level 6 Early Years) | <ul style="list-style-type: none"> • Experience of working within a school environment |
| Skills and Knowledge | <ul style="list-style-type: none"> • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Experience in the line management of staff • Able to lead, develop and motivate a team of staff, delegating duties as required • Ability to work as part of a team | |
| Personal Qualities | <ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues, parents and children • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour | |