

Job Description

EYFS Lead & Class Teacher

This generic job description covers all class teachers across the Early Years Foundation Stage and has been linked to the British School Teacher's Standards document.

Effective Date:	2022-23 (Revised Annually)
Line Manager:	Deputy Head
Supervisory Responsibility:	Leaders are responsible for mentoring and supervising the work of teachers & teaching
Working Hours:	7.15 am to 2.15 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year, (and should include an ECA commitment of 10 hours per year). In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration. It is vital that you are prompt and on time when arriving for work and returning from any agreed breaks within these hours.
Annual Leave:	You are required to work all 187 school days per year, incl. all 7 INSET days. Annual leave can only be taken during school holidays.

Main Purpose of the Job

- To lead on areas of and ensure that the School delivers its Vision in relation to providing the highest standard of teaching and learning in the EYFS.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for your team achieving the highest possible standards of work and conduct.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Ensure that an annual Inclusion Action Plan is created and maintained.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and teachers standards.
- Take a shared responsibility for promoting and safeguarding the welfare of all pupils.
- Contribute to on-going school improvement through active participation in staff and team meetings.

Duties and Responsibilities

Teaching

- Ensure that teaching impacts positively on pupils' progress, meets individual needs, follows the EYFS curriculum and is personalised to take account of children's interests.
- Promote opportunities within the curriculum for creativity and first-hand experience, supporting School trips or residential trips where appropriate.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment progress and outcomes of pupils' you teach.
- Motivate and stimulate children's learning abilities, often encouraging learning through experience.
- Devise and prepare an imaginative use of resources to promote learning and challenge across all areas of the curriculum
- Have a clear understanding of the needs of all pupils, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of numeracy and literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics, following agreed school policy.
- Support the development of children's basic skills, including physical coordination, speech and language communication.
- To provide a purposeful learning environment which challenges children and encourages them to be independent.
- Create and maintain high quality conditions which ensure children's wellbeing and engagement is paramount.
- Play an active part and be responsible for planning and overseeing some areas of the outdoor classroom/shared areas as agreed.
- Inform and contact the relevant specialists concerning supporting the needs of pupils in your class i.e. Inclusion Lead
- Be aware of the practice and guidelines in the EYFS Policy and uphold these.
- Reflect on your practice and use materials provided i.e. Learning Walk criteria, to improve your practice.
- Provide specific feedback to pupils to celebrate learning and know what next steps they need to take, encouraging children to set simple targets for improvement.

- Create a stimulating and attractive learning environment, changing displays on a regular basis to celebrate the learning and achievement of pupils.

Planning

- Participating fully in the moment planning and teaching process identifying when to interact sensitively with children in order to teach and extend.
- Be aware of pupils' capabilities, their prior knowledge and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.

Assessment

- Use an appropriate range of observations, assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainments
- Be accountable for the attainment progress and outcomes of pupils you teach.
- Ensure that the approach to assessment follows agreed school policy and that regular observations inform planning and enable the monitoring and improvement of each pupil's performance.
- Use relevant data to monitor progress, set targets, and inform future focuses.
- Use ongoing assessments to inform learning experiences and continuous class provision.
- Use the ages and stages to plan personalised learning experiences for your students.
- To regularly update individual student assessment profiles using the online Learning Ladders assessment tool and to carry out termly Focus Child meetings with parents.
- Prepare for and actively participate in termly Student Progress Meetings, discussing the individual needs of students and how these can be met.

Leadership and Management

- Set clear direction that leads to continuous improvement in all aspects of EYFS provision.
- Recognise the characteristics of high quality EYFS teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
- Set an example of excellence through exemplary classroom practice and personal professional conduct.
- Lead the professional development of teachers and teaching assistants in the EYFS.
- Monitor and evaluate, along with the Deputy Head and Head of Primary, the quality of teaching and learning for children in EYFS
- Prioritise and manage your own time effectively, particularly in relation to balancing the demands made by teaching, assessing, leading a team and meeting with parents.
- Produce, update or review policy and procedures (including internal consistency documentation) in line with best UK practice, which is consistent with the schools vision, mission, values and policies.
- Maintain a positive profile of EYFS provision by being open and approachable.
- Lead Parent information events to enable families to understanding the EYFS curriculum and support their child's home learning.

Other

- Plan trips and other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Involve parents in their children's learning and development so that they have a positive impact on their children's progress and achievements.
- Participate in arrangements for Parent Focus Child consultation meetings, reporting to parents, and open afternoon sessions in accordance with school policy.

Behaviour and Safety

- Use the practice laid out in the Behaviour Policy to ensure a consistent approach across the EYFS.
- Establish a safe, purposeful and stimulating environment for pupils, providing the highest standard of pastoral care and support for all pupils across the Foundation Stage.
- Establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Build positive relationships with pupils across the Foundation Stage, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the Head of Primary. e.g. playground, end of the day and red break.
- Be responsible for safeguarding the welfare of pupils, raising any concerns following school policy.

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Line manage and monitor the performance of assistants, providing support where necessary to continually improve standards of teaching and learning.
- Contribute to the professional development of other teachers and assistants.
- Ensure that colleagues working with you are appropriately involved in supporting and learning and understand the roles they are expected to fulfil.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school.

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships.

- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school, contributing to newsletters, website, VLE, productions and community events, etc.
- Organise and lead an After School Activity for two terms each academic year.

Administration

- Register and monitor attendance on a daily basis chasing up unauthorised absence and liaising with the Deputy Head of Primary.
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class e.g. collect reply slips, money, organise classroom routines etc.

Professional Development

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Proactively participate in the Performance Management process, maintaining evidence against targets set leading to an on-going professional portfolio of achievement using Perspective.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in Primary education leading to best practice.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Uphold the 'Code of Professional Conduct', demonstrating integrity and confidentiality at all times when managing school matters.
- Perform any reasonable duties as requested by the Head teacher.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police clearance.

