**Bowdon Preparatory School**

**Job Description**

**JOB TITLE:** Early Years Teacher

**Purpose of the job**

* To enable young children to make good progress in their learning by building upon the skills they have when they join the school in Prep Prep class
* To assist all pupils to develop emotional security, self-belief and mature social skills
* To assist all children to develop a love of learning and an excitement about coming to school each day.

All Early Years staff are accountable for the progress that the pupils they teach make during an academic year.

**Responsibilities of the job**

**Planning learning**

* Support in planning rich and stimulating learning activities that achieve good progression in pupils’ understanding by:
* Identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
* Setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning
* Setting clear targets for pupils’ learning that build on prior attainment
* identifying pupils who have special educational needs
* Ensure that play and learning opportunities are appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding
* Work collaboratively with the Early Years team to create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils’ attention and lead to independent exploration
* Make effective use of assessment information on pupils’ attainment and progress when teaching and in planning future learning
* Plan opportunities to develop pupils’ spiritual, moral, social and cultural development

**Teaching, Learning and Development**

* Establish and maintain a purposeful learning atmosphere
* Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships
* Establish a safe, clean and secure learning environment which promotes pupils’ confidence
* Within the team use teaching methods which capture pupils’ interest and maintain their engagement through:
  + Offering rich, captivating learning activities
  + Setting the highest expectations for all pupils
  + Clearly establishing a purpose for learning, placing it within a context
  + Providing frequent opportunities for pupils to learn through talk and interaction
  + Stimulating intellectual curiosity and communicating enthusiasm for learning
  + Matching the teaching approaches used to the subject matter and the age of the pupils being taught
  + Modelling good language use and effective social skills to children
  + Listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
  + Selecting and making good use of ICT and other learning resources which enable learning objectives to be met
  + Providing opportunities to develop pupils’ wider understanding by relating their learning to ‘real life’
  + Evaluate your own teaching critically and use this to improve your effectiveness
  + Monitoring, assessment, recording, reporting and accountability
  + Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching
  + Support in the maintenance of good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils’ progress
  + Understand the expected demands of pupils in relation to the stepping stones and Early Learning goals

**Other duties and responsibilities**

* Playground supervision (rota)
* Undergo staff performance and review scheme interviews as part of continuing professional development including review meetings
* Foster close relationships with parents/carers and the wider community. Assist them to support their child’s learning at home. Present a positive image of the school to all other stakeholders

Bowdon Preparatory School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full DBS disclosure.