



Job Description and Person Specification

EYFS Key Worker

Responsible to: the EYFS Coordinator and Head of Lower School

The Appointment

Lyonsdown School is seeking to appoint an appropriately qualified and experienced EYFS practitioner to our Nursery class. The successful candidate should be a hardworking professional, committed to thorough lesson planning, enthusiastic delivery and getting the best from each individual.

The post requires someone who is visionary, inspirational, committed and is able to engage and harness these qualities in others, both staff and pupils. Outstanding organisational skills are needed as well as the ability to inspire pupils to give of their best.

Job description overview

To carry out the functions of the EYFS Key Worker at Lyonsdown School in accordance with the aims and objectives of the School and the class in which he/she is teaching

Responsibilities

Teaching

- To facilitate the learning of the Nursery, coordinating the Nursery team.
- To liaise and effectively communicate with the EYFS Coordinator to ensure the smooth day-to-day running of the Nursery.
- To plan and teach the seven areas of learning and development, as outlined in the EYFS framework.
- To create and manage a caring, supportive, purposeful and stimulating environment, conducive to their pupils' learning.
- To plan, prepare and deliver high quality, differentiated lessons across the curriculum in line with the School's schemes of work.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting their abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To enable pupils to develop positive attitudes to learning.
- To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.
- To assess, record and report on the development, progress and attainment of the pupils, and that all pupil reports are of a high quality, which are specific to the pupil and are on schedule.
- To use assessment to evaluate and improve teaching and the learning and attainment of the pupils.
- To develop the use of IT within the classroom.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To contribute to the development of the Nursery.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and schemes of work, teaching materials, resources, methods of teaching and pastoral arrangements.
- To participate actively in staff meetings, INSET days and to share in supervisory duties.
- To promote learning and celebrate achievement through bright and varied displays.



- To ensure that school policies are reflected in their daily practice.
- To promote actively strong and positive relationships with staff, parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional.
- To keep up-to-date with developments in the subjects they teach particularly having regard to matters relevant across the primary school curriculum.

Pastoral and Form teacher

- To care for their Form, prepare pastoral reports and profiles as required.
- To be responsible for the general order of the Form and its day-to-day administration.
- To attend parents' evenings and interviews as appropriate.
- To report to parents, colleagues and senior staff on the progress and problems encountered by individual pupils in relation to their general development and behaviour.
- To be a pivotal person for each pupil, building trusting relationships which ensure the continuity of well-being for pupils, and continuity of communication between them, their parents, and the whole School.
- To have regard for the special educational health needs of individual pupils following advice from the SENDCO and/or the Head.
- To support the house system being a member of a house, participating in and organising house events.
- To refer concerns about the performance or behaviour of pupils to the relevant member of SLT.
- To communicate with parents on matters relating to the educational development of their child, this includes attendance at parents' evenings.
- To undertake an extra-curricular or sporting activity after school each week.
- To undertake supervision duties in accordance with any published schedule.

Health and Safety

- To be aware of, and observe School policies on Health and Safety requirements as set out in the Policy Document.

Training and development

- To take part in any required Induction Programme in their first year at Lyonsdown School.
- To identify their own training needs, as part of the annual professional development process, in consultation with the Head of Lower School.
- To share appropriate training experience with colleagues.
- To take part in appropriate annual review procedures.
- To ensure they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.

Safeguarding

- Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead for the EYFS. Lyonsdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General requirements

- To promote and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact.
- To maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students.



- To maintain high professional standards of attendance, punctuality, appearance and conduct.
- To maintain positive, courteous relations with students, parents and colleagues.
- To regularly contribute to the School's programme of extra-curricular activities.
- To contribute to the School's marketing on a weekly basis. For example, by writing article for the newsletter.
- To carry out regular supervisory duties as required.
- To attend all major school and sectional events such as Open Day and Sports Day.
- To attend and contribute to staff meetings and parents' meetings.
- To attend all school events taking place within the normal function of the school day.
- To attend the school Summer Fete and be supportive of the Friends of Lyonsdown.
- To play an active part in the presentation and display of pupils work on school display boards.
- To conform to the behaviour code for staff.
- To develop and maintain good relationships with parents.
- To promote the good name and reputation of the School.
- To adhere to School policies and procedures.
- To undertake supervision for pupils whose teacher is not available.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

Person specification

The following key personal/professional experience, qualities, attributes and attitudes will be necessary for success in this post. The successful candidate will be able to demonstrate some or all of these by reference to personal/educational/career history. Where this is not the case, he/she will clearly have the potential to develop or acquire them.

Key skills and knowledge

- Outstanding practitioner with strong knowledge of child development.
- Knowledge of current educational thinking, initiatives and issues.
- Excellent communication skills.
- Confident in their knowledge and use of IT and willing to develop their skills in this area.
- The ability to recognise when help, advice and support may be needed and the willingness to seek and accept these.
- Knowledge and understanding of safeguarding procedures.

Additional areas

- A willingness to take part in the wider aspects of school life including the organisation of pupils with respect to the school House system and extra-curricular provision.

Personal competencies and qualities

- Enthusiastic individual possessing drive, energy and commitment, have a presence that engenders confidence and respect from pupils, colleagues and parents.
- Proven ability to inspire pupils.
- Be able to think and plan strategically.
- Ability to plan, prioritise and manage a varied workload.
- Show innovation and initiative.
- Communicate effectively.
- The understanding, co-operative skill and sustained willingness to work as part of a professional team that is diverse in background, expertise and experience.



- A thoroughly positive outlook and an ability to engage constructively with challenges and change in a prep school environment.
- A tolerant and inclusive attitude towards others.
- Personal and professional loyalty and personal integrity of the highest order.
- A willingness 'to go the extra mile' for the benefit of the pupils and a commitment to the highest standards of educational and pastoral care for all pupils.

Essential qualifications/experience

- Relevant Early Years qualification (level 3 minimum), degree or teaching degree.
- Proven experience and knowledge of teaching in an Early Years setting.
- Ability to work well as part of a team.
- Evidence of consistently good outstanding delivery.
- Well organised with good time management skills.

Desirable qualifications/experience

- Paediatric First Aid Certificate

Other Opportunities

Opportunities exist to choose to become involved with the School's busy schedule of extra-curricular activities, and it is expected that all staff contribute to this vital part of School life.

Details of the appointment

- This is a full-time post commencing in September 2018.
- The offer of this post is subject to statutory clearance by the Disclosure and Barring Service and Teachers Prohibition list check and by confirming Disqualification by Association does not apply.
- The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.