



### **Kindergarten Teacher Job Description**

The key responsibilities of the Kindergarten Teacher:

- Support the vision, positive ethos and policies of the school and the aims and values of the RQSS Kindergarten, whilst setting high standards of the teaching, learning and attainment of pupils;
- Work closely with the Principal of Kindergarten and other teaching staff as part of a team, in achieving the priorities and targets in implementing schemes of work;
- Keeping abreast of educational developments in EYFS in line with the needs and developments of the school;
- Planning and preparing stimulating, challenging and enjoyable learning opportunities which take into account the curriculum of the school and the individual abilities of the pupils in the class;
- Organise the classroom and learning resources, and create displays to encourage a positive and inspiring learning environment;
- Assessing, recording and reporting on the development and progress and attainment of pupils;
- Motivate pupils with enthusiastic, imaginative lessons, and maintain high standards of behaviour in all learning situations;
- Communicating and consulting with the parents / careers of pupils about their child's progress in all areas.
- Participate in CPD activities, INSET and staff meetings;
- Support day and residential trips to enhance and encourage the skills and experience of all pupils;
- Attend assemblies, registering attendance of pupils and supervising pupils whether before, during or after school;
- Offer extra-curricular activities to support the ethos and enrichment of the school's provision;
- Contribute to and attend whole school community events throughout the year
- To participate in marketing activities to encourage enrolment into the school;
- To ensure the kindergarten remains tidy and presentable;
- To complete any other reasonable duty as requested by the Principal.