

Kenton College Preparatory School

Headteacher: **Sally Weston**, M (Prof), MSc, BSc (Hons)



EARLY YEARS TEACHER

Kenton College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. It is compulsory for all members of staff to familiarise themselves with the following, first, among all other relevant policies:

Safeguarding/Child Protection; Staff Code of Conduct; Whistleblowing; Prevent Duty; Equal Opportunities.

Early Years Teachers are accountable to the Headteacher; Deputy Head, Head of Juniors; Deputy Head Academic and Deputy Head Pastoral.

Early Years teachers must have worked in an environment that uses the EYFS curriculum and be familiar with the latest pedagogy for EY practitioners (play based learning).

Duties and responsibilities include, but are not limited to the following:

1. Subscribe and contribute to the ethos and philosophy of the school.
2. Planning and preparing of all activities and resources including outlining differentiation of tasks.
3. Planning of Year group activities with year group teachers, Learning Support and other timetabled colleagues.
4. Promote and monitor the general progress and well-being of all pupils.
5. Regular marking, using appropriate systems for Assessment, Feedback and Recording in line with whole school policies.
6. Use of IT as and when is appropriate.
7. Administration and Reporting of pupil effort, attainment and progress.
8. Keeping all assessment and tracking data up to date.
9. Teach cover lessons for absent colleagues if required.
10. Undertake regular duties including cover lessons, playground, dining room, after school and assessment duties.
11. Create meaningful and well presented displays of children's work.
12. Monitor regularity of absences and punctuality by taking class register and reporting as necessary to Deputy Head Pastoral.
14. Responsibility for the inventory and condition of allocated resources.

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15. In line with the whole school approach, ensure suitable levels of behaviour management.
16. Attend Consultation meetings with parents and any other meetings reasonably requested by colleagues or parents.
17. Foster and maintain strong links with parents and address parental concerns as soon as and as far as can be reasonably expected.
19. Make website, school magazine and Friday Focus contributions as requested.
20. Write Class Teacher reports at the end of Michaelmas and Trinity Terms.
21. Contribute to a full understanding of pupils' needs at scheduled Pupil Support Meetings.
22. Plan and attend year group trips that are purposeful to the curriculum and learning opportunities.
23. Lead / assist and plan for afternoon sessions in either sporting or enrichment activities.
24. Be willing to assist in occasional whole school activities / events after school and during weekends.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties.

However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

