



Russell House

JOB DESCRIPTION FOR EYFS PRACTITIONER

Reports to: Head of Pre-Prep

January 2019

TEACHING AND LEARNING

- Plan, prepare and deliver lessons, where applicable in conjunction with others (e.g. Head of Pre-Prep & Deputy Head)
- Teach children according to their needs, including setting and marking of work. Have up to date knowledge of the EYFS curriculum requirements and teach according to school's agreed schemes of work
- Have direct supervision over a Teaching Assistant
- Assess, record and report individual development, progress and attainment of pupils in line with school guidelines.
- Maintain records and reports on social and emotional needs of children
- Communicate with and consult parents, keeping the Head, Head of Pre-Prep and Deputy Head informed accordingly
- Attend professional meetings as required
- Always be sensitive to individual pupil needs
- Adhere to school policies, handbooks and routines
- Complete reports according to School guidelines
- Liaise with Curriculum Support department as required
- Maintain systematic records of progress and achievement
- Maintain notes on PASS (where applicable) via SMT

PASTORAL CARE

- Undertake all responsibilities for pastoral care of the Form as per the Staff Handbook
- Communicate with the Head and Head of Pre-Prep and inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any children
- Record incidents by e-mail to the Head and Head of Pre-Prep (subject: "Incident") in accordance with School policy
- Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
- Emphasise to the pupils the importance of their own safety

- Report accidents to the School Administrator who maintains the accident book
- Ensure pupils respect school property
- To undertake all reasonable duties

PROFESSIONAL STANDARDS

- Be subject to appraisals of teaching performance.
- Attend weekly Staff Briefing, Monday CPD meeting, any other staff meetings and all INSET days
- Periodically review own teaching methods, plans and outlines of work
- Research opportunities for further training and professional development as a teacher
- Help develop and maintain the School's ethos, aims, values and standards
- To appraise yourself of school routines and expectations through the staff handbook, policy documents and contract of employment
- To undertake any reasonable tasks as required by the Head and/or Senior Management Team
- Aim for excellence and encourage pupils to do likewise
- Support and maintain loyalty to the school at all times both during and outside school hours
- Be familiar with and follow the School's aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Communicate regularly with other teachers; exchange views on teaching methods and individual children
- Embrace new practices
- Dress appropriately and be professional at all times

EVENTS

- Support school functions appropriately or as requested
- Attend Parents' consultation evenings as required

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.