

Chief Executive: Mr Tarun Kapur CBE

Dear Applicant

Thank you for your interest in the position of **Early Years Foundation Stage Teacher (Salary Range: Main Scale/UPS).**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk).

**Method of Application**

The preferred method of application is electronically via email to [office@partingtoncentralacademy.co.uk](mailto:office@partingtoncentralacademy.co.uk). All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and HR Admin will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **3pm Friday 22nd March 2019** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 ext 3502 or email [office@partingtoncentralacademy.co.uk](mailto:office@partingtoncentralacademy.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Miss J Hesketh

**HR & Snr Admin**

**Partington Central Academy**

|  |  |
| --- | --- |
| Cecil Avenue Sale Cheshire M33 5BP  t: 0161 973 1179  e: thedeantrust@aom.trafford.sch.uk  w: www.thedeantrust.co.uk  Registered in England 8027943 VAT Registration 195 3889 46  The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

|  |  |
| --- | --- |
| **Job title** | **Early Years Teacher** |
| **Reporting to** | **Miss Anita Edwards (Executive Headteacher)** |
| **Main purpose of job** | 1. To carry out teaching duties and the professional duties of a teacher as described in the Teachers’ Pay and Conditions document, including duties assigned by the Executive Headteacher / Head of Schools. 2. To facilitate and encourage learning which enables pupils to achieve high standards. To share and support the corporate responsibility for the well-being, education and discipline of all pupils.   *The School Teachers’ Pay and Conditions Document sets out the overriding requirements of the role and responsibilities of all Teachers.* |
| **Key responsibilities:** | |
| * Modelling the highest standards of personal and professional conduct. * Demonstrating the highest standards of teaching, learning and behaviour management as an EYFS teacher. * Developing high quality, safe and stimulating learning environments, both inside and outdoors. * Promoting and actively engaging with our positive ethos and school values, both inside and outside of the classroom. * Setting high expectations that inspire, challenge and motivate pupils. | |
| **Main duties:** | |
| * Be responsible for the education and welfare of a designated class of children at the direction of the Executive Headteacher / Head of School, in accordance with the requirements of the Conditions of Employment of School Teachers. * Have due regard for the requirements of the Early Years Curriculum, this school’s aims, objectives, schemes of work and policies, as well as contributing to the ethos of the School. * Plan, prepare and teach lessons and sequences of lessons to the classes they are assigned within the context of the school’s plans, curriculum and schemes of work as directed.      * Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere. * Assess, observe, monitor, record and report on the learning needs, development, progress and attainment of assigned pupils. * Be accountable for pupils’ attainment, progress and outcomes. * Deploy support staff effectively to support learning. * Participate in arrangements for the appraisal and review of own performance. * Participate in arrangements for further training, take responsibility for own professional development and undertake relevant CPD. * Liaise effectively with parents/carers to develop excellent communication, strong home-school relationships and to maximise their involvement in the learning process. * Collaborate effectively with the Key Stage 1 team to ensure curricular continuity and progression and an effective transition into Year 1. * Be committed to a multi-agency approach, liaising with external agencies where appropriate. * Interact on a professional level with colleagues, establishing and maintaining excellent working relationships to promote the effective delivery of the EYFS curriculum and maximise children’s achievement. * To embrace and remain up to date with current educational practice and local and national initiatives. * Make a positive contribution to the wider life and ethos of the school. * Have the highest regard for health and safety and the need to safeguard pupil’s well-being, in accordance with statutory provisions. * Have proper and professional regard for the ethos, policies and practices of the school. * Demonstrate a commitment to partnership working with our schools across The Dean Trust. | |

|  |
| --- |
| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style. * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. * Participate in training and other learning activities as required. * Participate in the Academy’s Performance Management process. * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. * To promote the area of responsibility within the Academy and beyond. * To represent the Academy at events as appropriate. * To support and promote the Academy ethos. * To undertake any other duties and responsibilities as required that are covered by the general scope of the post. * To undertake any other reasonable duties at the request of the Executive Headteacher and Head of School. |

The post holder must comply with The Dean Trust professional standards for teachers.

Whilst every effort is made to explain the main duties and responsibilities of the post, specific tasks may not be identified and defined. Post holders are expected to comply with any reasonable request from a manager to undertake work relevant to their role not specified in this job description.

The job description will be updated as required in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment would, in the first instance, be for a period of 1 year with a review on successful completion of the NQT year.