

EYFS Teacher

London Academy Casablanca and Rabat

Morocco

JOB DESCRIPTION



LONDON ACADEMY
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Post Title: EYFS Teacher
Location: London Academy Casablanca and Rabat
Salary: TBC
Hours: Full time

KEY AIMS

- Plan and deliver the teaching of the Early Years Foundation Stage in line with the Cambridge Primary Curriculum and EYFS Framework.
- Regularly assess and report on pupils' progress in line with Department for Education and the school's policies and procedures.

RESPONSIBILITIES

Teaching

The Teacher will

- Keep up to date with current pedagogy and statutory government requirements pertaining to the EYFS.
- Plan lessons carefully with regard to the safety and wellbeing of pupils.
- Teach and administer classes so as to maximise the learning opportunities provided for each pupil within those classes, including regularly setting and marking pupils' work and organising outside trips and visitors to the school to support and enhance pupils' learning.
- Prepare in advance and keep records of programmes of study, which should include long, medium- and short-term plans, having knowledge of the policy documents currently in place in the school.
- Participate in arrangements for further training and professional development as required.
- Maintain good order and discipline amongst all pupils in the school, safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Arrive promptly for the school day and scheduled lessons.
- Undertake the teaching and or supervision of pupils whose teacher is not available to teach them. The amount and frequency of cover teaching expected will be reasonable.
- Be computer-literate to a level that will allow him or her to effectively carry out the administrative and reporting aspects of the role.
- Support and contribute to assemblies, which take place periodically throughout the school year.

Pastoral

The teacher will:

- Have regard for the general well-being of all pupils in the school, but particularly for those in their class.
- Have regard for the special educational and health needs of individual pupils, following advice from the SENCO and/or the Head of Primary.
- Support, participate in and organise school events.
- Refer concerns about the performance or behaviour of pupils in the first instance to the Head of Primary or if considered a serious safeguarding concern, to the DSL.
- Communicate regularly with parents on matters relating to the educational development of their child. This includes attendance at parents' consultations, which may be held during the school day or in the evening.
- Undertake an extra-curricular club after school each week.
- Undertake supervision duties in accordance with the rotas published in the school.

Health, safety and compliance

The teacher will:

- Be aware of, and observe School policies on Health and Safety requirements as set out in the relevant policy documents.
- Promote the safety and wellbeing of pupils and staff in the school.

Induction, In-Service Training and Review

The teacher will:

- Take part in any required Induction Programme in their first year at the London Academy.
- Identify their own training needs, in consultation the Head of Primary and CEO.
- Share appropriate INSET experience with colleagues.
- Take part in the school's programme of lesson observations.
- Take part in appropriate performance review procedures.
- Ensure that they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.

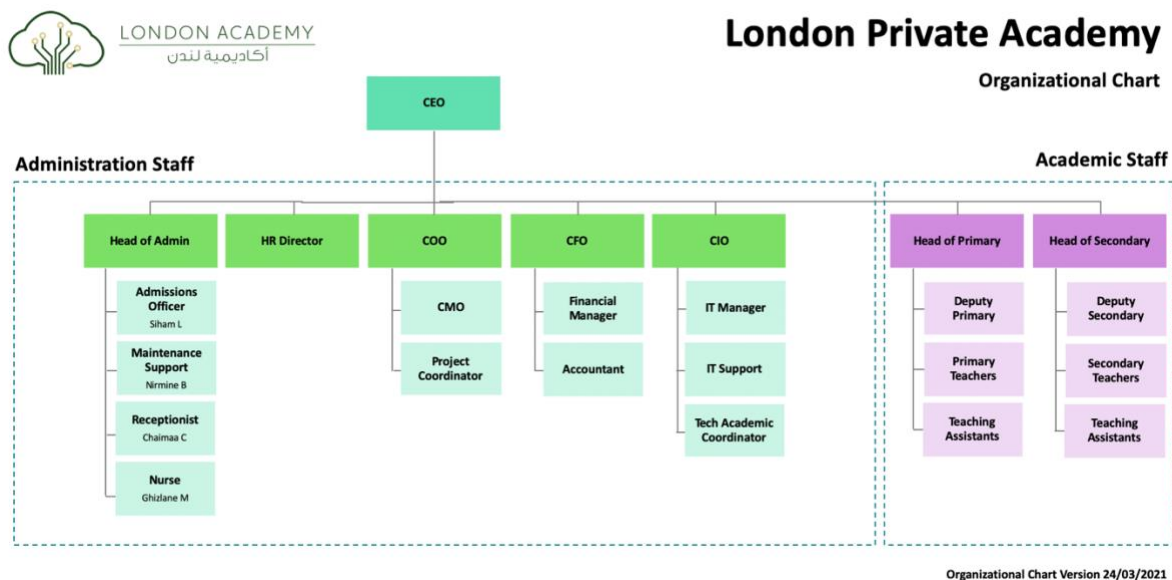
School

The teacher will

- Attend and contribute to staff meetings and parents' meetings.
- Attend all the school events taking place within the normal function of the school day.
- Play an active part in the presentation and display of pupils work on school display boards.
- Conform to the dress and behaviour code for staff at the school.
- Develop and maintain productive professional relationships with all staff, parents and the local community.
- Actively promote the school within the community.

- Be in School by 8.00 am and until at least 5:00pm

Organisational structure



While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The postholder will be expected to comply with any reasonable request from the Chief Executive Officer to undertake work of a similar level that is not specified in this job description.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but in consultation with you, may be changed by the Chief Executive Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

