

## Job Description

**Post Title:** EYFS Teacher

**Grade:** NQT/MPS/UPS

**Location:** Krishna Avanti Primary School Harrow

### Job Purpose & Objectives

The responsibilities specified in the following job description are in accordance with those specified in the School Teachers' Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

### Main Duties & Responsibilities

#### Teaching

- Responsible for the education and welfare of designated classes/groups of children at the direction of the Principal, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the:
  - Delivery of a broad and balanced curriculum;
  - Statutory assessments and/or examinations;
  - School's aims, objectives and very specific ethos;
  - Schemes of work;
  - Schools Policy and Information List and any associated procedures.
- Plan and prepare engaging lessons based on their individual needs, which motivate all learners.
- Teach, according to the children's educational and emotional needs, the children assigned to you, including the setting and marking of work in accordance with school policy and procedures.
- Carry out on-going assessments, recording progress and reporting to middle managers or senior leaders, as and when required in the specified subject area.

#### Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies, including the Avanti Schools Trust
- Make a positive contribution to the wider life and ethos of the school

## **Other Activities**

- Promote the general progress and well-being of individual children and any class or group assigned to them.
- Provide guidance, advice and support to children on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary
- Communicate effectively with parents and in accordance with Staff Behaviour Management Guidance.
- Communicate effectively and co-operate with persons or bodies outside the School where appropriate i.e. Educational and Health Professionals and the Avanti Schools Trust.
- Participate in meetings
- Actively participate in the appraisal process and integral line management meetings, in accordance with school policy and procedures.
- Perform particular duties as may be reasonably assigned to you by the Principal from time to time.

## **Assessments and Reports**

- Carry out on-going assessments for all learners.
- Provide or contribute to oral and written assessments, reports and references relating to individual children and groups where appropriate.
- Participating in arrangements for preparing children for external examinations, assessing children for the purpose of such examinations and recording and reporting such assessments; and participating in arrangements for children presentation for, and such examinations.

## **Professional Development**

- Reflect on and review your methods of teaching and programmes of work with the school's Senior Leadership Team, as an integral part of your daily practice.
- Actively participate in all training and development sessions at a school and Trust level, sharing experiences with other colleagues, both informally and at staff and/or Inset meetings.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training.

## **Educational Methods**

- Advise and co-operate with the Principal, other teachers and/or middle managers or senior leaders, in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health and Safety**

- Maintain good order in accordance with the schools Behaviour for Learning Policy and accept corporate responsibility for the well-being and behaviour of all children in the school.
- Safeguard the children' and your own safety in accordance with all associated school policies and procedures, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.
- Record attendance in accordance with the schools policies and procedures.
- Implement the schools approaches towards anti-bullying and Cyber-bullying

## **General**

- Actively participate in meetings, including the preparation and delivery of reports and presentations.
- Attend assemblies and/or acts of corporate school worship, as required and in keeping with the policies and procedures of the school and the Avanti House Trusts Vision.
- Assist in the supervision of children, whether these duties are performed before, during or after schools



## **PERSON SPECIFICATION**

**Job Title: EYFS Teacher**

### **Qualifications and Training**

1. To hold Qualified Teacher Status - EYFS.
2. To have relevant experience of working within Early Years
3. To have evidence of continuing, recent and relevant professional development.

### **Knowledge and Understanding Relevant to the Job**

1. An understanding and knowledge of the recent changes to the National Curriculum and the assessment and reporting procedures;
2. Knowledge of equality of opportunity issues and how they can be addressed in schools.
3. An excellent understanding of best practice in teaching and learning, particularly as it relates to the subject.
4. An understanding of effective leadership in relation to improving pupils' progress.
5. A knowledge of *motivational* teaching and learning, which engages all learners and achieves the highest standards of progress and attainment;
6. An understanding of the importance of the philosophy, values and ethics of the school
7. Good understanding of effective strategies for gaining and maintaining high standards in behaviour at class level, in accordance with the school's policy and school ethos.
8. Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils.
9. Good up to date understanding of safeguarding issues and procedures.
10. An understanding of the role of parents and the community in pupils' learning and how this can be promoted and developed.
11. Demonstrate a commitment to the unique vision, values and distinctive ethos of the school based on Hindu philosophy.

### **Experience Relevant to the Job**

1. Recent, significant and successful experience as a teacher.
2. Additional professional development and excellent subject knowledge in the relevant area of the curriculum.
3. Sound experience of teaching the given subject and knowledge of innovative and successful practice.
4. Experience of supporting/mentoring colleagues/students in order to secure individual improvement.
5. Experience of improving own quality of teaching through processes of reflection and evaluation.

6. Experience of using pupil tracking and data to improve pupil progress.
7. Experience of initiating and implementing strategies to improve parental engagement in children's learning.

### **Skills**

1. Excellent teaching ability, providing a model of best practice.
2. Demonstrable leadership qualities, including energy, resilience and the ability to enthuse and motivate others.
3. Having a good personal presence, good communication skills and a sense of humour.
4. To be able to communicate clearly both orally and in writing with a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.
5. Able to relate well to children and be responsive to their needs.
6. Able to develop and maintain effective relationships with all members of the school community and outside agencies.
7. To be approachable, accessible and flexible in relation to working with staff, pupils and parents.
8. To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.
9. To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.
10. To be able to understand, interpret and present pupil performance data and ensure that all children make expected progress.
11. To be passionate about achieving results Is tenacious and focused on achieving results, overcoming any obstacles
12. To be responsive to stakeholder needs

