



EYFS TEACHER

ADDITIONAL INFORMATION AND JOB DESCRIPTION

The School

Founded in 1879, St Lawrence College occupies a delightful 150 acre site in a pleasant residential area of Ramsgate. The Junior School is situated 'on campus', enjoying the peace and security of a self-contained, family environment, and benefiting from ready access to the College's exceptional facilities. It is accredited by, and enjoys the professional support of, the Independent Association of Prep Schools (IAPS).

Traditional Christian values are complemented by an ambitious, open-minded approach to education, and a strong belief that a secure, supportive and well-structured environment gives children the self-confidence to believe in themselves and to rise to every challenge. Opportunities are provided for children to excel in all areas of school life: moral, intellectual, physical and cultural. Every child is valued as an individual, and the first aim of the teaching staff is to find something special in each of them.

Most children are from local homes on the Isle of Thanet, though there are a few boarders from further afield. There are currently over 200 pupils on roll, aged from 3 to 11. Entry is non-selective, and so a wide range of ability is accepted. However, the school is proud of its academic achievements, and of the scope of its enriched curriculum. Pupils regularly win Senior School scholarships, and there is an impressive record of success in the 11+ Kent Test.

Person Requirement

- Be a trained and qualified early years' teacher.
- Be the Lead in ensuring EYFS Regulatory Compliance in terms of Independent Schools Directorate (ISI) requirements; as well as keeping up to date with new developments and teaching methods related to EYFS.
- Work in sympathy with the stated ethos and aims of the school, sharing the school's commitment to the safeguarding of children, and at all times putting the needs of the children first.
- Be flexible and imaginative in developing new ideas and resources, as well as adapting to curriculum changes.
- To take responsibility for the welfare of all the children in our Nursery, and to ensure that the health and safety of children and staff is maintained during all activities, both inside and outside the school.
- To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the Nursery.

- To manage and work collaboratively with Teaching Assistants to establish the highest standards of achievement, within the learning environment which reflects current excellent practice for very young children.
- To be an effective nursery teacher, planning and implementing appropriate learning experiences with regard to the EYFS curriculum and taking into account the abilities, needs and interests of the children.
- To monitor children's progress by making and recording observations, track progress and use this to evaluate performance and inform planning in line with school policy and EYFS requirements.
- To be sensitive towards children's individual learning needs and collaborate with the Learning Support department and outside agencies to make appropriate educational provision for children with additional needs .
- To promote equal opportunities for all.
- To plan, organise and resource a stimulating environment inside and out which will facilitate children's autonomous, independent learning and enable children to maximise their full potential.
- To be committed to developing outdoor learning, including Forest School.
- To be responsible for developing and maintaining appropriate resources and equipment, preparing the classroom indoors and outdoors and ensuring that it is safe, clean and tidy at the start and end of each session.
- To maintain a high standard of display both in the classroom and other areas of the Nursery, and contribute to displays around the school.
- To establish and maintain good partnerships with colleagues from across all parts of the Junior and Senior Schools, parents and carers and outside agencies and including creating good home-school links.
- To communicate and consult with parents and carers and with outside agencies, as necessary about children's progress and attainment, communicate with parents about their child's progress at parents' meetings and by appointment when necessary, and complete written reports to inform parents of children's progress and targets.
- To contribute to effective team practice by attending and participating in staff meetings and in-service training.
- Participate fully in, and take their share of personal responsibility for, opportunities for your induction, appraisal and professional development.
- To attend and support school and community / JSPA events.
- To maintain high levels of confidentiality both in and out of school.
- To be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos for learning.

- In the first instance this post is for a Nursery Teacher, however in the future, the post holder may be required to teach within Reception, Key Stage 1 or 2 as per the school requirements.

Ellen Rowe

Head of the Junior School

January 2018

JOB DESCRIPTION

CLASSROOM TEACHER

Each Teacher shall:

1. Work in sympathy with the stated ethos and aims of the school, sharing the school's commitment to the safeguarding of children, and at all times putting the needs of the children first.
2. Familiarise yourself with all documents summarised in the Introduction to the Staffroom Procedure manual, following all agreed school policies - in particular, and as a first priority, with regard to Child Protection and Health & Safety.
3. Make reference to Staffroom Procedure as required for further guidance on routines and responsibilities, referring to a member of the senior leadership team (SLT) for clarification if necessary.
4. Participate fully in, and take their share of personal responsibility for, opportunities for your induction, appraisal and professional development.
5. Follow the agreed scheme of work devised for each subject/year-group, and assist the relevant Subject Leader(s) in the annual review of schemes of work.
6. Ascertain, from the relevant member of SLT, targets for specific year-groups and follow departmental guidelines regarding how they might be attained.
7. Set appropriate classwork and homework, following the agreed policy and practice with regard to planning, marking, record keeping and assessment.
8. Be aware of the personal/additional needs and styles of individual pupils, accepting the responsibility to:
 - a) ensure that all learning activities (classwork, homework tasks, tests, exams) are planned and differentiated so as to meet the needs, and to have realistic expectations, of all pupils;
 - b) adapt learning resources (e.g. notes/worksheets) to suit when necessary/appropriate;
 - c) approach the AENCo as required for guidance concerning how individual needs can be met, and follow that guidance accordingly.
9. Liaise with the relevant member of SLT over matters concerning pupil progress and any areas for concern.
10. Report all concerns with regard to pupil behaviour and bullying in the Incident Book.
11. On hearing the fire alarm, escort the pupils you are teaching at that time to the Assembly Point.

12. Contribute to the creation of a stimulating learning environment by displaying children's work in agreed rooms/areas.
13. Complete reports punctually and according to the guidelines set out in Staffroom Procedure.
14. Communicate with parents about their child's progress at parents' meetings and by appointment as required.
15. Carry out any other relevant duties, from time to time, as required by The Head or Deputy Head.
16. Treat in strict confidence all sensitive school information (e.g. personal information about pupils, parents or colleagues).