



SOLIHULL

Job Description: EYFS Teacher

Responsible to: The Head of the Preparatory School

Primary Responsibility: To perform the duties of a school teacher as outlined in the teaching staff contract and in accordance with the aims and policies of the school.

Responsibilities:

- All teachers at Solihull School are required to support the School's aims and policies and to play a full part in the co-curricular and pastoral aspects of school life. Preparatory School infant teachers are Form Tutors and are connected to one of the five Houses in the school. Solihull School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Specific Duties and Responsibilities:

Teaching

- Set high expectations which inspire, motivate and challenge pupils.
- Demonstrate good subject and curriculum knowledge, planning and teaching well-structured lessons.
- Inspire each child to fulfil their potential and develop enthusiastic and confident learners.
- Plan work in accordance with school policy and the Preparatory School's schemes of work, with appropriate consideration of seating plans, differentiation and challenge, individual and group learning, spiritual, moral, social and cultural development, health and safety.
- Use professional judgement and pupils' prior levels of attainment to set appropriate and demanding targets for learning, and review regularly
- Set high standards for appearance, punctuality, motivation and behaviour by:
 - Adhering to advice given in staff induction, the Staff Handbook and school policies.
 - Establishing a purposeful, well-organised and stimulating working atmosphere and environment, including attractive classroom displays which encourage pupils' natural curiosity.
 - Managing behaviour effectively to ensure a good and safe learning environment.
- Liaise and collaborate with the EYFS Lead and other Form Tutors in EYFS to ensure consistency of provision and to share resources.
- Oversee and direct the work of teaching assistants and key workers assigned to the Form, working with the teaching assistants and key workers to ensure comprehensive coverage of the full curriculum across a school week.
- Liaise with the Curriculum and Learning Support Co-ordinator to ensure appropriate differentiation in teaching and learning, such that pupils of all abilities and learning styles are challenged appropriately.
- Be aware of developments in ICT and how they may be integrated into both teaching and learning.

- Be willing to oversee a subject responsibility, participating in the development of appropriate schemes of work, materials and resources, as agreed with the Head of the Preparatory School.
- Demonstrate a willingness to be deployed as a Form Tutor in different year groups within EYFS, and also within other key stages in the Preparatory School.
- Work closely and collaboratively with the EYFS Lead, helping them in creating a collegiate and supportive team for the benefit of all pupils and colleagues within the year group.

Assessment, Recording and Reporting

- Monitor and assess work, reviewing progress and setting clear targets for future learning, before the next lesson, as appropriate.
- Report on pupil progress in line with school policy and as specified in the diary and term cycle.
- Keep parents informed of pupil progress by attendance at parents' evenings and by other measures, as appropriate.
- Be familiar with the code of practice and school policies for the identification, referral, and assessment and monitoring of pupils with SEND, in accordance with the Preparatory School Graduated Approach.
- Maintain plans of lessons undertaken and records of pupils' work, updating pupil profile documents regularly and in accordance with EYFS guidelines.
- Set prep according to school policy as appropriate for EYFS.

Pastoral Care

- Undertake responsibility for a Form group, promoting the general progress and wellbeing of individual pupils and of any Form or group of pupils assigned to him/her, providing guidance and advice to pupils on academic and pastoral matters and appraising the EYFS lead, and /or PMG, as appropriate.
- Be the first point of contact for parents of pupils in the Form, using good communication skills, fostering good relationships with parents, and promoting an effective home-school partnership.
- Be available and prepared to meet with parents to discuss the academic and pastoral progress of their child, and any concerns they may have, at the end of the school day or Nursery session.
- Promote good attendance and monitor in accordance with school policy.
- Undertake responsibility for the delivery of the Wellbeing & Personal Development curriculum (WPD) to their Form.
- Be responsible for promoting and safeguarding the welfare of pupils, raising any concerns following the School's protocols and procedures.
- Assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate.

Professional Standards

- Support the aims of the school.
- Treat all members of the school community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, conduct, standards of punctuality and attendance.
- Attendance at events such as open days, entrance examination and assessment days and, where possible, those in which Form members are involved, e.g. concerts, drama productions, seminars.

- Undertake duties as directed by the Preparatory Management Group, in particular, those directed specifically by the EYFS Lead.
- Participate in the school's co-curricular programme, which includes trips, activities, clubs and societies, sport, drama and music. This may involve before school, lunchtime, after school, weekend and holiday time activities.
- Be willing to participate in residential activities in KS1 or KS2, assisting with organisation as requested by the relevant Head of Year, trip leader or PMG.
- Take responsibility for professional development, participating in staff training, including all INSET days and the school's CPD and performance management procedures.
- Attend and be an active participant in the management of the school by attending departmental, year group and staff meetings to discuss curriculum, pastoral and other matters.
- Respond to parental concerns promptly and normally within 48 hours/2 working days of receipt.
- Supervise, and as far as practicable, teach any pupils whose teacher is not available to teach them.
- Participate in administrative and organisational tasks related to the range of this job role, and the allocation of equipment and materials, ensuring the economic use of the School's resources.
- Ensure that all internal deadlines are met, as well as those published in the School's calendar.
- Take responsibility for matters relating to health and safety.
- Contribute to ISI inspection preparations, adhering to & upholding EYFS compliance and inspection requirements.

Other

The job description is subject to:

- Other reasonable requests by negotiation with Head of the Preparatory School and the Headmaster.
- Annual review.
- The post holder will ensure that standards of teaching and learning are maintained at a high level as outlined in the Teachers' Standards by the Department for Education.
- This job description may change along with the needs of the School and in consultation with the post holder.

Person Specification: Preparatory School EYFS Teacher

	Essential	Desirable
Qualifications	<p>Has a good honours degree</p> <p>Has a teaching qualification (QTS, PGCE)</p>	<p>Educated to degree level in relevant subject/specialism (2:1 or above)</p> <p>First Aid qualification (Paediatric First Aid)</p> <p>Forest School Level 2 or 3 certification</p> <p>D1 minibus licence or willingness to undergo training</p>
Experience	<p>Training and teaching experience relevant to EYFS</p> <p>Fully conversant with the EYFS curriculum</p> <p>Demonstrates excellent teaching practice</p>	
Knowledge	<p>High level of knowledge of the EYFS curriculum and how young children learn</p> <p>High standard of literacy and numeracy</p> <p>Excellent subject knowledge</p> <p>A passion for teaching to a high level of achievement</p> <p>Good working knowledge of Microsoft Office including Outlook, Word and Excel</p> <p>An understanding and commitment to the principles of safeguarding</p> <p>Evidence of continual professional development</p>	<p>Knowledge of management information systems</p>
Personal competencies and skills	<p>Suitable to work with children</p> <p>Sense of humour</p> <p>Ability to reflect upon and improve own practice</p> <p>Ability to build excellent working relationships with pupils, colleagues, parents and other stakeholders</p> <p>Creative and willing to try new ideas</p> <p>Able to meet children's different needs</p>	

	<p>Well-organised and able to meet deadlines</p> <p>Excellent attention to detail</p> <p>Ability to work under pressure, organise and prioritise workload</p> <p>The capacity to remain calm and cope with unexpected issues</p> <p>Ability to use own initiative, work without supervision and problem solve</p> <p>Highly professional manner</p> <p>Excellent written and oral communication skills</p> <p>Ability to deal with confidential information with discretion</p> <p>Ability to use careful judgement, tact and diplomacy</p> <p>Flexible attitude with ability to work outside of core school hours with notice</p> <p>Ability and willingness to support the co-curricular life of the school</p>	
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