

## Job Description

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**SCHOOL:** Ambler Primary School & Children's Centre

**POSITION:** Early Years Class Teacher

**GRADE:** Main Pay Range 1 - 6

**RESPONSIBLE TO:** Head of Centre

**RESPONSIBLE FOR:** Early Years

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### PURPOSE OF THIS POST

To assist, under the overall direction and management of the Head of Centre, in the development of the early years foundation stage curriculum for all the children at the Centre, and, in drafting written curriculum policies and monitoring their effect, to ensure that good practice is developed and sustained.

### MAIN RESPONSIBILITIES

1. Under the direction of the head/deputy to assist in the development of the curriculum, and plan appropriate learning activities which offer high quality learning experiences to children from birth to 5 years.
2. To assist in the drafting and evaluation of curriculum policies to ensure that good practice is documented, disseminated and consistently sustained.
3. To work with other teachers to monitor and evaluate the quality of learning throughout the centre and be responsible for curriculum areas, providing models of good practice, supporting individual staff to meet required standards.
4. To contribute to the development of a team approach to planning, observation, assessment, sharing in the responsibility for record keeping and monitoring provision.
5. To keep up to date with best early education practice in order to disseminate good practice in the centre.
6. To work within the Code of Practice for Special Educational Needs and to differentiate the curriculum to ensure that is accessible to all children.
7. To support the development of partnership with parents/carers to ensure that the Centre's policy on the involvement of parents in the education of their children is implemented.
8. To create and maintain, with the assistance of other workers, an attractive and cared for environment which allows children to make choices and decisions.

9. To raise awareness throughout the Centre of the importance of play both indoors and out.
10. Together with the Head, and senior staff to plan and deliver a programme of in-service training.
11. Together with the staff, to support the development of the Centre as a community resource.
12. To ensure that all children are shown respect for their languages, religions and cultures.
13. To ensure that the activities and resources offered positively support children of both sexes, all classes and all backgrounds.
14. To develop and maintain good relationships with other local under fives facilities, including schools and voluntary organisations.
15. To be responsible, as part of team, for the monitoring and support of children who are subject to inter-agency child protection plans in accordance with the Children Act 1989 and the Council's child protection procedures.
16. To work, with the Head and staff, to ensure that the Centre is appropriately resourced to meet the needs and interests of children from birth to 5 years.
17. To work with students on placement at the Centre and, where appropriate, to encourage their participation in planning and developing activities with the children.
18. At all times to carry out responsibilities/duties with due regard to the Centre's equal opportunities employment policy.
19. To ensure that all services within the area(s) of responsibility are provided in accordance with the Centre's commitment to high quality service provision to the consumer.
20. To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other members of the public.

## CONFIDENTIALITY

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

## GENERIC DUTIES

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with your line manager.
- To undertake relevant training and development, including meetings, supervision, seminars and other events.
- To be committed to the Centre's core values of public service, quality and equality.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Centre policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manager.

## ADDITIONAL

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Centre's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Centre's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Centre's Health and Safety Policy and relevant Health and Safety legislation
- At all times to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy

## POST HOLDER DECLARATION:

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

# Person Specification

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**RESPONSIBLE TO:** Head of Centre

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## Education and Experience

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|---|---|
| 1 | Qualified teacher status, and a minimum of 1 year's experience teaching 3 - 5 year olds |
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## Knowledge, Skills and abilities

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| 2  | Awareness of an appropriate curriculum for children 0 - 5 years particularly in terms of play, language and literacy development, personal and social and emotional development, mathematical and technological understanding and creative and physical development |
| 3  | Ability to lead in the development of curriculum policies at the direction of the Head of Centre and monitor implementation   |
| 4  | Ability to model good nursery education practice  |
| 5  | Ability to ensure that children with special educational needs gain full access to the curriculum   |
| 6  | Ability to develop and deliver an in-service training programme within the Centre   |
| 7  | Ability to be flexible and to work as part of a multi-disciplinary team   |
| 8  | Ability to work with parents and carers and involve them in their children's learning and the life of the Centre  |
| 9  | Ability to plan and provide a range and variety of appropriate activities and opportunities to enable children to make progress in learning   |
| 10 | An awareness of the importance of carrying out effective observation, assessment and record keeping, and ensuring that adequate records are kept of the individual children's progress, and that information is used as the basis for planning the curriculum       |

## Commitment to Equal Opportunities

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| 11 | Ability to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy |
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