



## **Colfe's Junior School: Early Years Post, Fixed Term until July 2020 Starting as soon as possible or January 2020**

We are looking for an enthusiastic and conscientious Early Years Teacher to join our busy and friendly Junior School as soon as possible, or January 2020, until July 2020. The role will be a combination of maternity cover, general and floating cover within the Junior School.

### **Core purpose**

• To play a major role in the development of high quality teaching and learning in the EYFS including the monitoring of curriculum planning, giving feedback and advice and assisting and supporting colleagues with the planning and delivery of an enriching, differentiated curriculum.

### **Essential criteria:**

- Qualified teacher
- Commitment to the delivery of an outstanding EYFS curriculum. A strong team player holding personal impact and presence to help facilitate positive change and achieve excellence.
- A thorough knowledge and understanding of the EYFS and a commitment to promoting the importance and value of outdoor learning.
- A thorough knowledge and understanding of EYFS assessment procedures and experience of electronic based assessment systems, for example Early Excellence or Tapestry.
- Excellent written and verbal communication skills.
- Holding good time management skills and an ability to prioritise tasks and meet deadlines.
- Being approachable, positive, flexible and enthusiastic with a good sense of humour.

### **The Teacher will:**

- teach pupils ensuring that planning, preparation, recording, assessment and reporting meet varying age, learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring equality of opportunity for all;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- Support the whole school community and maintain strict confidentiality.
- ensure they are up to date with all Junior School procedures by reading the handbook, checking their Colfe's email account regularly and making sure they are following the correct process with regard to, for example, the recording of accidents and collection of children

### **Duties**

#### **The Teacher will:**

- ensure pupil entitlement to the curriculum;
- teach general subjects to pupils and lead activities;
- implement agreed school policies, guidelines and procedures;
- support initiatives decided by the Senior Management Team;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;

- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst all pupils in the school, in accordance with the school's behaviour policy and meet with parents if required;
- develop, with others schemes of work and teaching methods relating to the subjects taught;
- monitor and evaluate the effectiveness of the curriculum delivered in accordance with school policy;
- record any meetings with parents and hand to the Head
- complete any behaviour logs and let appropriate staff know
- lead and plan school trips ( day and residential)
- ensure resources are adequate, appropriate, audited and stored for curricular use;
- Carry out break and lunch duties as required, making sure that children are monitored and assisted during this time.
- participate in meetings which relate to the school's management, curriculum, administration or organization and to after school activities;
- Attend and contribute positively to staff meetings
- communicate and co-operate with specialists within the school and outside agencies;
- lead, organise and direct support staff within the classroom as necessary;
- participate in the appraisal system for their own performance or that of other teachers;
- ensure that they are consistently aware of risk assessments and complete them as appropriate for areas of responsibility;
- ensure that child protection procedures are understood and consistently followed;
- be committed to personal development through CPD as well as developing others in order to enhance performance;
- attend staff meetings and events outside of school hours for example: Colfe's Sermon, Open Mornings, Parent meetings and residential trips.
- build strong working relationships with pupils, staff and parents
- carry out any other reasonable roles as directed by the Head.
- be in work from 8 – 3.45 ( 5pm on staff meeting days)

This job description will be reviewed annually as part of the Performance Review programme. The Head of Junior School may modify it at any time to reflect or anticipate changes in the job,

### **Application procedure**

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be an interview and lesson observation for short listed candidates.

The application should be submitted either by post, marked private and confidential, to:

Mrs A Ross  
Human Resources  
Colfe's School  
Horn Park Lane  
London SE12 8AW

Or electronically to: [recruitment@colfes.com](mailto:recruitment@colfes.com)

Applications should be sent **as soon as possible** and by **Noon, 9 October** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

**Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.**