**Job Description: Class Teacher (EYFS)**

Role: Class Teacher (EYFS)

Line Manager: Head of Year/Principal

Date: August 2018

Review Date: Annually

An Early Years Foundation Stage teacher should be reflective, highly adaptable and inspiring. He/She will understand a student’s needs across all seven areas of learning. They should be an excellent teacher, knowledgeable about the development of the under 5s and a good communicator. The environment should be stimulating and well-organised reflecting the interests and efforts of the children. He/She should be able to provide professional expertise, high-quality teaching, make effective use of resources to bring the classrooms, shared spaces and outdoor learning areas to life.

1. **Knowledge and Skills.** He/She should:
   1. Have a detailed knowledge of the School’s philosophy and ethos and an understanding about how these principles influence decision-making process in the school.
   2. Possess good communication skills and be willing to adapt to the demands of an international school.
   3. Be willing to participate fully in the Primary School and help to foster and develop a collaborative learning culture within the school.
   4. Know the children (culturally, emotionally, socially and academically) to ensure appropriate learning opportunities are created for all students.
   5. Build trusting, positive relationships with the children, colleagues and parents.
   6. Possess a particular expertise and knowledge of the Early Years Foundation Stage, including the Development Matters rubrics.
   7. Have an extensive knowledge and understanding of formative assessment and have excellent questioning skills.
   8. Operate as an effective team member who listens to and respects the views and values of others, be they students, staff or parents.
   9. Recognise where technology can be used to enhance the learning experience for the children and communicate a child’s learning with parents (Tapestry).
2. **Responsibilities** – He/She should:
   1. Provide excellent pastoral care for students including knowing and understanding their academic profile, as well as their social and emotional state.
   2. Have a thorough knowledge and understanding of the School’s safeguarding procedures, including the toileting policy.
   3. Be an effective, compassionate and caring teacher responsible for the planning, learning, assessment and pastoral wellbeing of the children in the class, and school as a whole.
   4. Fulfil your professional responsibilities, including planning, feedback and preparation.
   5. Support and adhere to Primary School policies.
   6. Keep abreast of current developments in EYFS and Primary School education.
   7. Participate in the design, development, implementation and review of the different curricula

and schemes of work in the Primary School.

* 1. Complete long, medium and short-term plans as required for each subject/year group.
  2. Participate in the design, development, implementation and evaluation of assessment and reporting systems for EYFS students. Collate assessment data as required and ensure that it is used to enhance the learning of your students (e.g. The Focus Child)
  3. Set high expectations in all elements of school life- behaviour, effort and attitude.
  4. Be fully aware of the pastoral and medical needs of all children in your care; this involves reading each student’s medical records and school file.
  5. Maintain detailed records on each student’s progress throughout the year using a range of formative and summative assessment.
  6. Attend calendared parent-teacher meetings and to meet at other reasonable times when requested by a parent.
  7. Write a school report highlighting each child’s academic progress and achievement.
  8. Participate in staff development training and seek out own development opportunities.
  9. Help select resources and manage them efficiently in the classroom
  10. Participate in Primary School/EYFS team meetings.
  11. Attend curriculum information meetings for parents
  12. Contribute to the development of a positive relationship between the School and the wider community through cooperative endeavours. On occasion, this will require attendance at after-school events such as festivals, fairs, and fundraising events etc.
  13. Perform break time/bus duties.
  14. Help organise an EYFS Christmas story production each year.
  15. Contribute to the termly school newsletters and the annual Yearbook.
  16. Ensure and help maintain the Health and Safety in and around the EYFS unit by being attentive in the school environment.
  17. Report any safeguarding concerns to the designated safeguarding officer in the school and complete all staff safeguarding training requirements.

Marcus Sherwood

Principal

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| Signed: |  | Date: |  |

*N.B. This job description is a guide to working at Prince of Wales Island International Primary School in the above-named post. The Principal and staff are required to show flexibility and co-operation to amend any of the above responsibilities.*