

# JOB DESCRIPTION

Date

07-17

Job title: Early Years Teacher

Reporting to: Early Years Phase Leader

Department/School: BSB Castelldefels

*The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 69 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

To carry out duties as detailed in the current School Teachers' Pay and Conditions Document, (Convenio) and other current educational legislation and all of The British School of Barcelona's aims and policies.

In addition to the requirements of a class teacher and any other agreed responsibilities, the post holder will be accountable for the following areas.

## Key Responsibilities

### Planning, Teaching and Class Management

To teach classes of children throughout Early Years Foundation Stage by planning appropriate teaching to achieve progression of learning for pupils through:

- An indepth knowledge of the EYFS curriculum and most up to date EYFS statutory guidance.
- A good understanding of the end of Key Stage 1 expectations.
- Identifying clear teaching objectives and specifying how they will be taught and assessed.

- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEND or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline using the school's policies and procedures.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Work as a committed member of the EYFS team.
- Managing other adults in the classroom as appropriate.

### **Monitoring, assessment, recording and reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupil's work and set targets for progress.
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Use online system to regularly present assessment information to parents
- Prepare and present informative reports to parents.

### **Other professional requirements are to:**

- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and actively promote their involvement in the life of the school.
- Take on any additional responsibilities that might from time to time be determined.

To be negotiated depending on experience and expertise:

### **Curriculum Responsibility**

- Taking responsibility for an aspect of the whole school, including the co-ordination, development and resourcing of that area.
- Using national, local and school management data effectively to monitor standards of achievement across the school in the allocated area.
- Producing short, medium and long term plans to develop the area.
- Informing and reporting to colleagues about that area.

- Monitoring, maintaining and developing appropriate resources within each teaching area.
- Providing appropriate documentation and support (policy, scheme of work, records, staff support, etc.) for the agreed area of responsibility.
- Leading, assisting and participating in staff meetings and INSET to further the development of your agreed area of responsibility.
- Promoting the development of a co-operative approach to curriculum change
- Taking an active role in the planning of school development and implementation of initiatives.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment after consultation.

## Person Specification

### Education and Skills

- Essential: Experience of working in an Early Years Setting
- Desirable: Fully Qualified teacher, Primary BEd; PGCE; BA(QTS)
- Desirable: Ability to communicate in Spanish and/or commitment to learn Spanish

### Training and Experience

- Essential: Successful teaching experience in the UK and knowledge of the National Curriculum across all age ranges
- Essential: To have taught EYFS in teaching practice or main scale teaching
- Essential: To understand Equal Opportunities and implement everyday practice.
- Essential: To have knowledge of the Planning and Assessment systems for the National Curriculum.

#### Competencies for the role:

- Collaborative style and an ability to support the management of the school in all aspects of safeguarding its pupils.
- An ability to understand and attune ideas to the school's structure and culture.
- To be approachable to children, parents, and staff
- To be able to work as part of a team.
- To give clear instructions to children and be organised in classroom management.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to parents and resolve any issues quickly and professionally.
- To communicate effectively in writing.
- To have excellent classroom management skills and to be able to follow the school's disciplinary code.

#### Values Based Behaviours – the behaviours associated with our company values

- Loyalty
- Equality
- Achievement
- Determination
- Empathy
- Respect

Signed: ..... Date: .....

Name (Print): .....