

## Job Description – Early Years Teacher

Grade/Hours	Full time. Year-round position.
Reports to	Line Manager, SLT and Headteacher

Hampstead Hill School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job Purpose

- Carry out the duties of this post in line with the remit outlined in the Teacher's Standards and the Early Years Foundation Stage Statutory Framework including the conditions of employment for teachers and the school's policies.
- Carry out the professional duties of a teacher as required.
- Adhere to the school's Staff Code of Conduct. All teachers will act in accordance with personal and professional behaviour.
- To plan, organise and deliver subject teaching, classroom activity, curriculum activities and personal support to enable pupils individually and collectively to achieve their learning potential and equip them with the skills, attitudes and competences to progress in work.
- Under the overall direction of the Principal and Head of Year:
  - Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
  - Take responsibility for child protection issues as appropriate. Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Qualifications and Experience:

- Must hold a minimum of a Level 3 qualification in Early Years Education or equivalent.
- At least 2 years of experience working within an Early Years setting.
- Strong understanding of the Early Years Foundation Stage (EYFS) framework and ability to implement it in practice.

### Teaching and Learning

- Support the Principal, the Headteacher and the Senior Management Team in establishing an ambitious vision and ethos for the future of the school.
- To carry out any particular duties which may reasonably be given by the Principal or those acting on her behalf.
- Play a role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Plan, prepare and deliver lessons based on the individual needs of pupils and accrediting body regulations to ensure all pupils are able to participate in and achieve through learning.
- Monitor pupil progress to achieve EYFS goals.



- Assess, record, monitor and report on the personal development, progress and attainment of pupils to support the accurate reporting of achievement and assist the school in record keeping and performance monitoring and report in accordance with statutory requirements.
- Assist and advise on the development of courses and programmes relevant to area of subject expertise including briefing of colleagues, teaching methods, materials and study aids and assessment arrangements.
- Maintain a stimulating learning environment by means of displays, teaching methods, classroom and other activities that will stimulate and encourage participation in learning.
- Ensure efficient and effective use of teaching materials and resources and the proper care and maintenance of equipment and the teaching environment.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Through training, personal and professional development, maintain a sound understanding of subject(s) specialisms, teaching and assessment methodologies, curriculum developments and guidelines.
- Comply with professional codes of practice and standards.
- Comply with health and safety and other appropriate statutory requirements to ensure the health, safety and well-being of self and pupils.
- Support and supervise the work of Teaching Assistants and their contribution to class and subject teaching.
- Liaise with care staff on a regular basis and particularly at beginning and end of day "handover" to ensure continuity of pupil support and behaviour management.

## Working with Staff, Parents/Carers and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## Developing Self and Others

- Set and monitor targets for behaviour and achievement based on individual pupil needs and potential and the overall attainment and progression targets for the school.

- Display levels of personal behaviour which will provide an appropriate model for the pupils and ensure the effective management of pupil behaviour by the use of de-escalation strategies and positive handling techniques in accordance with school guidelines.
- Support the general progress and well-being of individual pupils and of assigned classes or groups of pupils and provide guidance and advice to pupils on educational and social matters as well as their further education.
- Supervise school break times as required to monitor and manage behaviour, ensure the health and safety of pupils and provide opportunities for constructive play and recreational activities.
- Communicate, meet and consult with parents, carers and other bodies concerned with the health and welfare of pupils to ensure they are informed of progress and appropriately involved in case reviews and any matters of concern. Provide or contribute to oral and written assessments, reports, reviews and references relating to individual pupils and groups of pupils as necessary.

## Managing the Organisation

- Participate in meetings which relate to the curriculum, administration or the organisation of the school including arrangements for care and support, taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Undertake administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials.
- Attend assemblies, register the attendance of pupils and supervise pupils as required before, during or after school sessions and/or to provide cover in the event of staff absences.
- Participate in the school Performance Management System that encourages all staff to contribute positively to their professional and personal development through setting and meeting improvement targets, participating in training and development activity and supporting the overall aims of the school.

## Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Principal
- Be proactive in matters relating to health and safety.
- To ensure that school policies are reflected in daily practice.

## Health and Safety

- Hampstead Hill School is committed to safeguarding and promoting the health, welfare and wellbeing of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services.
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety policy.
- As an employee, the post holder is required, under the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected

by their acts or omissions.

- Report all concerns to an appropriate person.

## Confidentiality

Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerized personal information relating to pupils and other members of staff, which s/he has, access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.

## Disclosure and Barring Service

This post will result in you having substantial contact with children. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to a Disclosure and Barring Service check.

## Staff Development, Training, Reviews and Meetings

The post holder will be committed to attend regular meetings and staff training and participate actively and effectively in their own development through supervision and performance management processes.

Staff may be required to attend functions outside of normal work hours, such as parents' evenings and social events.

## Work Dimensions

The role requires the use of interpersonal skills in the design and implementation of teaching programmes on a daily basis along with extensive creative thinking both written and spoken. The post holder will be required to utilise problem solving techniques in removing any barriers to learning.

Key contacts:

- Children on a frequent basis.
- Parents/Carers on a frequent basis.
- Year Team members on a frequent basis.

## Probation Period

All staff will be subject to a 3-month probation period upon the start of employment. During this period, the employer or employee may give a one week's notice period. After the probation period, a probation meeting will take place in which your performance will be evaluated to determine if the probation period will be cleared or extended, or if it results in a staff dismissal. Once the probation period has been cleared, the notice period for a resignation will be one full term's notice.

### Please note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document

must not be altered once it has been signed but it will be reviewed as needed as part of the performance management process.

All Hampstead Hill School employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.


## Hours of Work

The School is open throughout the year between 7.45am and 5.30pm Mondays to Fridays. You will be required to work 43.75 hours per week. The School operates a shift system and you will be given as much notice as possible of which shifts you will be required to work each week. We will try to accommodate your preference for which shift to work but will not always be able to do so. Where possible, we will try to ensure that your shift pattern remains constant. However, on occasion you may be required to work additional hours as for the proper performance of your duties without extra remuneration.

You are required at all times to comply with our rules and procedures in force from time to time and you will be notified of any such rules and procedures as apply to your employment.

## Annual Leave

You are entitled to 25 days holiday per annum in addition to the usual public holidays in England and Wales. After 5 full years employment, you will be entitled to 30 days holiday per annum and after 10 full years, you will be entitled to 35 days holiday per annum. The entitlement is reduced pro-rata for part-time employees. You will be paid your normal basic remuneration during such holidays. The holiday year of the School runs between 1 September and 31 August. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest whole day. See Contract of Employment for further details of holiday leave entitlements.

Approved by Job Holder			
Name			
Signature		Date	
Approved by Headteacher			
Name	Anne Napier	Position	Headteacher
Signature		Date	21 <sup>st</sup> October 2024