



JOB TITLE:	Early Years Teacher
GRADE:	Teachers' Main Pay Scales
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	<p>The Class Teacher will fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document, and meet the Teachers' Standards.</p> <p>You will provide high-quality teaching, create a positive learning environment, and ensure excellent outcomes for all pupils.</p>

MAIN RESPONSIBILITIES

Teaching and Learning

- Plan, prepare and deliver well-structured, engaging lessons following the school curriculum, schemes of work and Trust expectations.
- Assess, monitor, record and report on the progress, attainment and learning needs of pupils, making effective use of assessment to inform planning.
- Adapt teaching to meet the strengths, needs and abilities of all pupils, including those with SEND.
- Set high expectations that inspire, motivate and challenge pupils.
- Promote good progress and secure strong outcomes for all learners.
- Demonstrate good subject and curriculum knowledge.
- Prepare pupils for external tests and statutory assessments.

Curriculum, Organisation and Development

- Contribute to the development, implementation and evaluation of school and Trust policies, practices and procedures.
- Play an active role in supporting the ethos, values and wider life of the school.
- Work with colleagues to support curriculum development and secure consistent, high-quality provision.
- Provide short-term cover for colleagues in unforeseen circumstances.

Health, Safety and Behaviour

- Promote the safety, wellbeing and welfare of all pupils.
- Maintain good order and discipline, ensuring a calm, purposeful learning environment.
- Implement the school's behaviour policy effectively.

Professional Development

- Engage fully in the school's appraisal process.
- Participate in ongoing training, CPD, coaching and professional dialogue to develop practice.
- Where appropriate, contribute to the professional development of others.





Communication

- Communicate effectively and professionally with pupils, parents, carers and colleagues.
- Maintain accurate and timely records, reports and information as required.

Working With Colleagues and External Professionals

- Foster positive, professional relationships with colleagues across the school and Trust.
- Work collaboratively with external agencies as appropriate.
- Contribute to a supportive and high-performing team culture.

Professional Conduct

- Uphold public trust in the profession and behave with integrity, honesty and professionalism.
- Demonstrate respect for the school's ethos, policies and practices.
- Maintain high standards of attendance and punctuality.
- Work within statutory frameworks governing professional duties and responsibilities.

Safeguarding & Knowledge

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS, EYQTS or EYPS) • Degree-level qualification • Successful teaching experience in a Early Years setting 	<ul style="list-style-type: none"> • Experience with delivering schemes of work relating to phonics, early reading, Math's Mastery • Certificates in SEND approaches • Trauma informed practice or emotional regulation
Experience	<ul style="list-style-type: none"> • Successful teaching experience within the Early Years phase • Experience of planning, teaching and assessing in line with the EYFS Statutory Guidance • Experience working effectively as part of a team 	<ul style="list-style-type: none"> • Experience supporting pupils with a range of needs, including SEND (desirable)
Skills	<ul style="list-style-type: none"> • Strong classroom management skills with the ability to maintain a purposeful learning environment • Ability to plan and deliver high-quality, well-structured lessons • Effective communication skills, both written and verbal • Ability to use ICT confidently to support teaching, learning and record-keeping • Ability to build positive relationships with pupils, colleagues and parents • Strong organisational skills, with the ability to prioritise and meet deadlines • Ability to use digital learning tools creatively to enhance pupil progress 	<ul style="list-style-type: none"> • Strong reflective practice and the ability to respond to feedback quickly
Knowledge & Understanding	<ul style="list-style-type: none"> • Secure understanding of the EYFS Statutory Guidance and age-related expectations • Good understanding of effective pedagogy and how children learn • Knowledge of assessment strategies and how to use assessment to inform teaching • Awareness of strategies to support inclusion and meet diverse learner needs • Understanding of behaviour management principles and restorative approaches 	

Cygnus Academies Trust

Job Description and Person Specification



	<ul style="list-style-type: none"> • Clear understanding of safeguarding responsibilities and statutory requirements 	
Personal Attributes	<ul style="list-style-type: none"> • High expectations for all pupils, with a commitment to securing excellent outcomes • Positive, reflective and resilient approach to challenges • Warm, approachable and able to build trust quickly • A team player with a collaborative, flexible attitude • Commitment to equality, inclusion and promoting pupils' wellbeing • Professional, proactive and motivated to continuously improve practice 	<ul style="list-style-type: none"> • A nurturing approach that supports pupils' wellbeing and emotional development
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Ability to maintain appropriate professional boundaries • Understanding of and adherence to school and Trust safeguarding policies, the Teachers' Standards and the Staff Code of Conduct • High standards of ethics, reliability, attendance and punctuality • Commitment to confidentiality and data protection responsibilities 	<ul style="list-style-type: none"> • Experience writing or contributing to safeguarding referrals or chronologies • Experience working with DSLs, SENCOs or external agencies • Awareness of early help processes and thresholds • Confidence in using CPOMS or other safeguarding recording systems • Understanding of contextual safeguarding and how it influences classroom practice

➔ Signed:	Date:
Name:	School:

