



## EYFS Class Teacher Job Description and Person Specification

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| <b>Post title:</b>   | <b>EYFS Class Teacher</b>                                      |
| <b>Academy :</b>     |  |
| <b>Pay range:</b>    | <b>MPS</b>   |
| <b>Line manager:</b> | <b>Headteacher, Senior Leadership Team, the Governing Body</b> |

### Job Description

#### Core purpose:

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions Document](#)
- Meet the expectations set out in the [Teachers' Standards](#)

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| <b>Professional Responsibilities</b> | <ul style="list-style-type: none"> <li>● Implement and deliver an appropriately broad, balanced, relevant and inspiring curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage/KS1 in line with the policies of the school and national directives.</li> <li>● Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>● Facilitate, support and monitor the overall progress and development of EYFS/KS1 pupils and designated groups of pupils.</li> <li>● Prepare and implement support plans for individual pupils.</li> <li>● Foster a learning environment and educational experience which provides pupils with the opportunity to develop and fulfil their individual potential.</li> <li>● Share in the development and review of the EYFS/KS1 curriculum, teaching materials, methods of teaching and assessment in collaboration with the wider EYFS/KS1 team and the SLT.</li> <li>● Support and contribute to the school's responsibility for safeguarding children.</li> </ul> |
| <b>Responsible for:</b>              | <ul style="list-style-type: none"> <li>● Working collaboratively with the EYFS/KS1 team, including Nursery, in partnership with the Senior Leadership Team.</li> <li>● Closely liaise with parents, carers and other professionals within the Early Years Foundation Stage, and the wider school, including fellow staff, subject leaders and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).</li> <li>● Motivate children's learning, both indoors and outdoors, encouraging learning through experience and interests.</li> <li>● Ensure the smooth transition between Nursery and Reception and Reception to Year 1.</li> </ul>  |
| <b>Duties:</b>                       | <ul style="list-style-type: none"> <li>● Teach all areas of the Foundation Stage curriculum.</li> <li>● Demonstrate good subject and curriculum knowledge.</li> <li>● Be responsible and support the EYFS team to ensure effective planning, preparation and evaluation of all aspects of EYFS provision.</li> <li>● Adapt teaching to respond to the strengths and needs of pupils.</li> <li>● Set high expectations which inspire, motivate and challenge pupils</li> <li>● Provide pastoral care and support to children and provide them with a secure environment in which to learn.</li> <li>● Develop and produce quality visual aids, teaching resources and areas of continuous</li> </ul>   |

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|---|---|
|   | <p>provision within the EYFS unit.</p> <ul style="list-style-type: none"> <li>● Organise learning materials and resources, making imaginative use of resources.</li> <li>● Assist with the development of children's personal/social and language abilities.</li> <li>● Support the development of children's basic skills, including physical coordination, speech and communication.</li> <li>● Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play.</li> <li>● Develop children's curiosity, knowledge and skills through our skills based provision offer.</li> <li>● Work with others and contribute to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors.</li> <li>● Share knowledge gained with other practitioners and parents/carers.</li> <li>● Observe, assess and record each child's progress and prepare reports for external agencies.</li> <li>● Attend in-service training.</li> <li>● Ensure the health and safety of children and staff is maintained during all activities.</li> <li>● Keep up to date with changes in the EYFS and developments in best practice.</li> <li>● Be adaptable and flexible.</li> </ul> |
| <b>Other duties:</b>                      | <ul style="list-style-type: none"> <li>● Make a positive contribution to the wider life and ethos of the school, and support its distinct ethos.</li> <li>● Follow and actively promote the school's policies and procedures.</li> <li>● Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> <li>● Comply with health and safety policy and undertake risk assessments as appropriate</li> <li>● Promote the safety and wellbeing of pupils</li> <li>● Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.</li> <li>● Communicate effectively with pupils, parents and carers</li> </ul>  |
| <b>Professional Development</b>           | <ul style="list-style-type: none"> <li>● Take part in the school's appraisal procedures</li> <li>● Take part in further training and development in order to improve own teaching</li> <li>● Where appropriate, take part in the appraisal and professional development of others</li> </ul>  |
| <b>Personal and professional conduct:</b> | <ul style="list-style-type: none"> <li>● Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>● Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>● Understand and act within the statutory frameworks setting out their professional duties and responsibilities</li> <li>● To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</li> </ul>   |

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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|------------------------------|---|
| <b>Person Specification</b>  | <ul style="list-style-type: none"> <li>● Qualified teacher status</li> <li>● Degree</li> <li>● Successful primary teaching experience</li> </ul>  |
| <b>Skills and Knowledge:</b> | <ul style="list-style-type: none"> <li>● Knowledge of the National Curriculum and Early Years Foundation Stage (EYFS)</li> <li>● Knowledge of effective teaching and learning strategies</li> <li>● A good understanding of how children learn</li> </ul> |

|                            |   |
|----------------------------|---|
|                            | <ul style="list-style-type: none"> <li>● Ability to adapt teaching to meet pupils' needs</li> <li>● Ability to build effective working relationships with pupils</li> <li>● Knowledge of guidance and requirements around safeguarding children</li> <li>● Knowledge of effective behaviour management strategies</li> <li>● Good ICT skills, particularly using ICT to support learning</li> </ul>     |
| <b>Personal qualities:</b> | <ul style="list-style-type: none"> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>● Uphold and promote the ethos and values of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Maintain confidentiality at all times</li> <li>● Commitment to safeguarding and equality</li> </ul> |

*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 annually as part of the performance management process or as appropriate.*

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**

**PERSON SPECIFICATION – EYFS Teacher**

| Categories | Essential/<br>Desirable | Application<br>Form | Interview/<br>Task |
|------------|-------------------------|---------------------|--------------------|
|------------|-------------------------|---------------------|--------------------|

**Qualifications & Experience**

|   |   |  |  |
|---|---|--|--|
| Qualified teacher status                      | E |  |  |
| Degree  | D |  |  |
| Experience in a leadership role within school | E |  |  |
| Successful teaching experience in Early Years | E |  |  |

**Experience and knowledge**

|   |   |  |  |
|---|---|--|--|
| An extensive knowledge of EYFS Curriculum   | E |  |  |
| A knowledge of effective teaching and learning strategies   | E |  |  |
| Ability to track progress and raising the achievement of all pupil groups                                     | E |  |  |
| An extensive knowledge of EYFS policies and procedures  | E |  |  |
| Ability to adapt teaching to meet pupils' needs including SEN, EAL and pupils from a disadvantaged background | E |  |  |
| A good understanding of how children learn  | E |  |  |
| Experience in leading a core curriculum subject   | D |  |  |
| Experience of the process of school development and improvement   | D |  |  |

**Personal Qualities**

|   |   |  |  |
|---|---|--|--|
| A commitment to getting the best outcomes for children and promoting the ethos and values of the school | E |  |  |
| High expectations for children's attainment and progress  | E |  |  |
| Ability to work under pressure and prioritise effectively   | E |  |  |
| Ability to lead, support and be a role model to colleagues  | E |  |  |
| Operate with the highest standards of personal and professional conduct and integrity                   | E |  |  |
| Have experience of being involved in wider community events   | D |  |  |

**Other factors**

|  |   |  |  |
|--|---|--|--|
| Good ICT skills, particularly using ICT to support learning          | E |  |  |
| Knowledge of guidance and requirements around safeguarding children  | E |  |  |
| Commitment to always maintaining confidentiality                     | E |  |  |
| Commitment to safeguarding and equality                              | E |  |  |
| Work in accordance with the school and Trust's values and behaviours | E |  |  |