

Ivingswood Academy, Chesham

Job Title: EYFS Lead and Reception Class Teacher
Grade: MPS 1-6/UP1 London Fringe (TRL 3 £2000)
Working Hours: Full time
DBS Check: Enhanced

Required: September 2026

Ivingswood Academy is a member of Kings Education Trust. Situated on the outskirts of Chesham, it is a happy, warm and friendly single-entry school which takes children from the age of 2 – 11.

We are seeking a dedicated, passionate, and reflective Early Years Foundation Stage (EYFS) Teacher to lead our vibrant team at Ivingswood Academy. The successful candidate will nurture a stimulating and supportive learning environment, tailored to meet the developmental needs of each child and rooted in the principles of the Early Years Framework.

Main purpose

The EYFS leader, under the direction of the Head of School, will take lead responsibility of the EYFS to

- Uphold and promote the ethos of the school
- Lead and manage a team effectively across Nursery and Reception
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with the Trust, learners, parents/carers, LAC members, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To ensure high-quality teaching and learning
- Improve standards of learning and achievement for all

Duties and responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British

Head of School
Claire Flynn

Telephone:
+44 (0) 1494 783 070

Ivingswood Academy
Greenway
Chesham
Buckinghamshire
HP5 2BY

Email:
Office@ivingswoodacademy.org

Website:
www.ivingswoodacademy.org



values

- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the Trust on EYFS-related projects and activities to the highest standards
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:

Is diverse and inclusive

Meets the needs of all pupils and the requirements of the EYFS framework Is well sequenced to promote pupil progress towards the early learning goals (ELGs)

Is effectively and consistently implemented across the EYFS

- Make sure that the effective system of assessment that meets the requirements of the EYFS framework tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings with the EYFS staff to keep them informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Support staff to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience

Other

- To have a professional regard for the ethos, policies and practices of our Trust • To maintain high standards in your own attendance and punctuality • Perform any reasonable duties as requested by the Head of School

Safeguarding and Equalities

- Adhere to all safeguarding policies and procedures and report any concerns promptly.
- Promote equality and diversity in all aspects of the role.
- Ensure that every child has the opportunity to thrive in an inclusive learning environment.

This job description is not exhaustive. It may be reviewed and modified following consultation to reflect changes in the role or school needs.

Ivingswood Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Kings Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.