

SUTTON COURTENAY PRIMARY SCHOOL

JOB DESCRIPTION – EYFS Teacher



1. General Responsibilities

i) The education and welfare of the designated class, in accordance with the requirements of:

- The current School Teachers' Pay and Conditions Document
- The EYFS Statutory Framework
- The aims, objectives and curriculum of the school
- Any policies of the Governing Body
- Health and Safety guidelines

To include:

- Plan, organise and maintain an enabling learning environment appropriate to the developmental needs and interests of Reception children, indoors and outdoors.
- Deploy teaching assistants effectively to support learning, independence and wellbeing.
- Develop and maintain positive communication and partnership with parents and carers.
- Provide a balanced, well-structured EYFS curriculum informed by current research on early learning and child development.
- Build warm, consistent relationships with children, modelling clear communication and supporting self-regulation.
- Encourage independence, curiosity and self-motivation through high-quality interactions and purposeful play.
- Demonstrate a clear commitment to equality of opportunity for all children.
- Make provision for children with SEND in line with the SEN Code of Practice.
- Support children for whom English is an additional language through high-quality modelling and targeted strategies.
- Assess children's learning and development throughout the year, maintaining accurate records and evidence in line with school expectations.
- Take responsibility for personal professional development and contribute to school-based CPD.

- Liaise with appropriate external agencies where necessary (e.g., health visitors, speech and language therapists).
- Take part in school activities, events and meetings as appropriate.
- Liaise with partnership schools and contribute to Trust-wide collaboration.
- Work within a team for subject coordination and leadership as required.

ii) Sharing in the corporate responsibility for the discipline and wellbeing of all pupils in the school.

3. Health and Safety

Teaching staff:

- Produce risk assessments as appropriate, particularly for EYFS continuous provision, outdoor learning and off-site activities.
- Ensure all equipment and materials are safe, age-appropriate and used correctly.
- Complete and review risk assessments periodically.
- Undertake annual personal training needs analysis.
- Reinforce health and safety expectations with pupils consistently.

All employees:

- Cooperate with health and safety requirements.
- Report defects using the appropriate procedures.
- Complete and act on risk assessments for potentially hazardous activities.
- Use, but do not misuse, items provided for health, safety and welfare.
- Avoid unsafe acts.
- Inform the Headteacher of any “near misses”.
- Be familiar with emergency action plans for fire, first aid, security and off-site issues.
- Raise health, safety and environmental issues with pupils where appropriate.

4. Safeguarding

- Have due regard for safeguarding and promoting the welfare of children.
- Follow all child protection and safeguarding policies adopted by the school and local authority.

- Uphold and promote British Values.

Ridgeway Education Trust is committed to safeguarding, equality and promoting the welfare of children and expects staff working in all its schools to share this commitment. The successful applicant will be subject to satisfactory enhanced DBS, references and pre-employment safeguarding checks. All Leadership roles will require a Section 128 check. The possession of a criminal record will not necessarily prevent an applicant from obtaining a post. All cases are considered confidentially and according to the nature of the role and information disclosed.