

JOB DESCRIPTION

EYFS Specialist



MAIN RESPONSIBILITIES:

- Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity throughout
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat all pupils with dignity, building relationships rooted in mutual respect, at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory framework, which sets out professional duties and responsibilities as outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2013)
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Demonstrate outstanding Early Years practice in all areas

DUTIES AND RESPONSIBILITIES

- Teach an inspiring and appropriate Early Years Curriculum following the Early Years Foundation Stage (EYFS) guidance
- Ensure children are settled in well to their first year of schooling
- Be accountable for the attainment, progress and outcome of pupils you teach and monitor every child's progress against the EYFS curriculum
- Set clear and challenging EYFS targets that build on prior attainment for each pupil; use an appropriate range of observation, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Liaise effectively with parents and offer opportunities for them to engage in their child's learning at home
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL (English as an additional language); and/or disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them all
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the use of standard spoken English and the teaching of early reading and phonics
- Make accurate and productive use of assessment to secure pupils' progress and ensure every child makes good progress
- Use the learning environment to challenge and stretch children's learning opportunities and outcomes
- Have aspirational expectations of outside learning and how it can be used effectively to implement the Characteristics of effective learning.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and to establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage the class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge
- Maintain a good relationship with pupils, exercise appropriate authority, and act decisively when necessary

- Be a positive role model and demonstrate consistently the positive behaviour, attitude and values which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- To ensure that educational needs of all pupils in your class are fully met and liaise with the SENCO where necessary to support children with special needs.
- To inform the SENCO of any concerns relating to the development of a child.
- To inform the Designated Safeguarding Lead of any concerns relating to the safety or well-being of a child.

Team Working

- Act as a role model for staff, demonstrating a high quality of teaching, learning and assessment in the Early Years
- Work with colleagues to create a stimulating learning environment for teaching and learning in the Early Years
- Participate in relevant meetings / professional development opportunities at school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that Teaching Assistants working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum and pastoral functions of the school as it grows

Wider Professional Responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the School

Administration:

- Register the attendance of and supervise learners, before, during and at after-school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required

Professional Development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as a result of your appraisal

Other:

- To have professional regard for the ethos, policies and procedures of the School and maintain high standards in your own attendance and punctuality
- Adhere to the expectations of all staff in line with Code of Conduct for Teachers

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 be modified either as your contract is altered, or if the school changes in a fundamental way. Nothing will be modified however, without your consultation.