

# Ramillies Hall School and Nursery



## Job Description – Early Years Teacher/Professional

At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and be protected from physical, sexual or emotional abuse and neglect.

<b>JOB TITLE:</b>	Early Years Professional/Teacher
<b>RESPONSIBLE TO:</b>	Nursery Manager
<b>PURPOSE OF JOB:</b>	<ul style="list-style-type: none"><li>• To work in partnership with children, parents and other professionals to improve the quality of the Early Years provision.</li><li>• To teach the EYFS curriculum</li><li>• To lead practice across the EYFS</li><li>• To assume overall responsibility for raising the quality of the Early Years provision including communication, language, physical, personal, social and emotional education and care for the children in the setting.</li></ul>
<b>TERMS OF CONTRACT:</b>	Permanent, full time
<b>HOURS OF WORK:</b>	Monday to Friday, hours commensurate with the role.

### Duties and Responsibilities:

- To develop and implement lessons and work schemes, using the Early Years Foundation Stage as a framework;
- To be responsible for all the administrative duties associated with the management of the Early Years Department. maintaining records, monitoring and recording progress, including daily attendance sheets and risk assessments;
- To ensure that the setting provides a rich range of resources suitable for children of all ages, interests and abilities taking account of diversity, equality and promoting inclusion;
- To ensure that practitioners are able to identify and acknowledge children's different learning styles, and offer support which is gradually removed to enable the child to develop confidently and independently;
- To support and mentor other practitioners in all departments in the skills and behaviours that promote good outcomes for the children;
- To support children's development and learning through planned play, activities and tasks to build up their language, literacy and numeracy skills;
- To plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in the indoor and outdoor environment;
- To set out activities before classes and tidy up afterwards;
- To promote positive behaviour and independence through effective behaviour management strategies and develop children's social, emotional and behavioural skills;
- To promote the use of informed observation and other strategies to monitor children's activity, development and progress systematically and carefully, and to use this information to inform, plan and improve practice and provision;
- To support the process of effective assessment, recording and reporting on progress in children's

development and learning;

- To ensure that when needed children receive additional support regarding their development and this is approached by liaising with parents and carers in the first instance and other professionals when and if required.
- To ensure that children with special educational needs and disabilities are fully supported to engage in all opportunities at the setting.
- To participate in staff observation and supervision meetings, giving feedback to practitioners regarding their own professional development, this may include filling out professional discussion forms.
- To be aware of and follow School and Nursery's policies and procedures;
- To implement the Nursery's systems and procedures regarding record keeping e.g. Accident and Medicine forms.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe the nurseries policies and procedures to keep children safe from harm;
- To respect and maintain confidentiality about any information received;
- To be flexible in regards to working practices, undertaking other duties deemed as necessary when required.
- To attend staff meetings when required, these may also be outside of contracted working hours;
- To keep knowledge and training up to date by reading and by attending update days, extension days and other courses if required, cascading training where necessary, this may also include training outside of contracted working hours.
- To work with colleagues to review practices, policies and procedures to ensure that they reflect change and the needs of the children, parents, staff and the setting;
- To establish and maintain effective communication links with the local authority and other professional agencies, such as speech therapists and health visitors;
- To liaise and support parents/carers in their relationship and developmental need of their child;
- To communicate with parents/carers and participate in parents' evenings;
- To uphold and promote the Nursery's high standards at all times.

**This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list. You will also be expected to spend time outside of these hours planning, preparing and assessing activities, and attending parents' evenings and training sessions.**

# Early Years Teacher – Person Specification

## Essential Qualities:

- Early Years Teacher status;
- GCSE English and Maths or equivalent;
- Good leadership skills;
- Good ICT skills (knowledge of Microsoft Office and Tapestry);
- Have a sound knowledge of the principles and content of the Early Years Foundation Stage Framework and know how to put it into practice;
- Have an excellent knowledge of the underpinning principles surrounding children's care, learning and development;
- A creative planner with ideas for designing learning and play activities;
- Effective and dynamic thinker with good problem solving skills;
- Ability to manage classes and deal with challenging behaviour;
- Ability to prioritise, organise and delegate tasks as necessary;
- Ability to develop, motivate and support staff;
- Ability to work well with children, parents, carers, colleagues and other professionals;
- Ability to work independently and to manage own time efficiently;
- Warm and caring personality – friendly and approachable to families;
- Excellent organisational and time management skills;
- Excellent communication skills;
- Patience and a good sense of humour;
- To be adaptable and resourceful;
- Knowledge of the reception curriculum.

## Desirable Qualities:

- Minimum 2 years' experience;
- The ability to review, analyse and evaluate your own and others' practice;
- Relevant first aid and safeguarding training;

**AN ENHANCED DBS CHECK AND TWO REFERENCES ARE REQUIRED BEFORE ANY APPOINTMENT CAN BE CONFIRMED.**