

EYFS teacher and Lead



Job Description

| | |
|-------------------------|------------------------------------|
| Post Title | EYFS Lead Teacher |
| School | St Mary's Catholic Primary, Bodmin |
| Salary and Grade | M3 - M6 |
| Line Manager(s) | Headteacher |
| Contract Type | Permanent Full Time |

Main purpose of the job:

- To carry out the professional duties of a teacher and an Early Years Leader (Reception and Nursery) as circumstances may require in accordance with the school's policies under the direction of the head teacher.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the areas of learning for the EYFS
- Facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups

A. Key tasks:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment identifying SEN or very able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- Lead Nursery and Reception team of 5 staff
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of learning and home-learning

Use a variety of teaching methods to:

- present a set of key ideas and use appropriate vocabulary
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources, ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;

Job Description continued



- evaluate own teaching critically to improve effectiveness
 - ensure the effective and efficient deployment of classroom support in the Early Years department, taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, Oracy and listen attentively
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents
- regular reviews with your team

Other professional requirements

- have a working knowledge of the teachers professional duties as set out in the current School Teachers' Pay and Conditions document.
- understand teachers' legal liabilities and responsibilities
- establish effective working relationships with professional colleagues.
- set a good example to the pupils you teach through your presentation, personal and professional conduct
- be committed to ensuring that every pupil is given the opportunity to achieve
- take responsibility for your own professional development
- take professional responsibilities in relation to school policies and procedures
- liaise effectively with parents and carers and other agencies
- Take the lead across the Reception and Nursery classes, implementing best and 'outstanding' practice
- be aware of the role and purpose of the school governing body
- Undertake other duties as the Headteacher may reasonably direct