

ST. MARTIN'S PREP SCHOOL

EARLY YEARS CLASS TEACHER



Job Role

- To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To plan, implement and assess children's learning and development using the school's systems, including online system EExAT.
- To build and maintain strong partnerships, working with parents to enable children's needs to be met.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Main Duties & Responsibilities

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life, using EExAT and Class Dojo.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise the Early Years Head of any concerns, e.g. over children, parents, the safety of the environment, safeguarding, whistle-blowing, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, etc.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the Early Years Head/SLT and staff team to ensure that the setting and school's philosophy is fulfilled.

- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including government documentation (e.g. KCSIE, WT, etc.)
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job, adhering to the GDPR.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities should such need arise. To ensure that school policies are reflected in daily practice.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist, where necessary.
- To support the Head of Early Years and Senior Leadership Team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote the British Values, including equality and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

Additional Requirements

- To engage in Community led activities including our significant extra-curricular programme.
- To bring innovation and ideas to help transform the School/Nursery.
- To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.
- St. Martin's School follows safe recruitment procedures and any candidates who are offered the job will be subject to proof of identity, an enhanced DBS check, references and a declaration of medical fitness.

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<p>QUALIFICATIONS, KNOWLEDGE & EXPERIENCE</p>	<ul style="list-style-type: none"> • Teaching Qualification • Experience and understanding of implementation of EYFS requirements. • Knowledge of strategies for planning, implementation and assessment of learning and development • Up to date knowledge of relevant legislation 	<ul style="list-style-type: none"> • Degree level • Experience across primary schools • Paediatric First Aid Certificate 	<p>Application Form Documentation Interview References Observation</p>
<p>COMMUNICATION</p>	<ul style="list-style-type: none"> • The ability to communicate effectively in a verbal and written form to a range of audiences, including using IT based communications • Clear communication skills that demonstrates strong levels of English language skills. • Ability to use tracking systems to communicate development with key individuals. 	<ul style="list-style-type: none"> • Experience in communications with parents across methods, including online (i.e. using Class Dojo) 	<p>Application Form Interview Observation</p>
<p>SKILLS/APTITUDES</p>	<ul style="list-style-type: none"> • Strong organization skills • To be able to use effectively a variety of teaching and organizational styles and resources • To develop and maintain good professional relationships and contribute positively to school development. 	<ul style="list-style-type: none"> • Ability to contribute to the extra-curricular aspect of school life. • Creativity and presentation skills 	<p>Application Form Interview References Observation</p>
<p>DISPOSITION</p>	<ul style="list-style-type: none"> • To be committed to raising the levels of achievement of children of all abilities. • Flexible to change and willing to engage in shared vision. 	<ul style="list-style-type: none"> • To be able to support others and share good practise and values of the nursery. • A good sense of humour. 	<p>Application form References Interview Observations</p>