

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education & Community Services
Post Reference No:	Location: REYS Federation
Job Title: Early Years Teacher	Grade/Salary Range: MPS

JOB PURPOSE

- To fulfil the Conditions of Employment for Teachers as defined in the current School Teachers' Pay and Conditions Document.
- To meet the teaching standards
- To be responsible for the teaching and learning of Nursery school children following the Early Years Foundation Stage Curriculum.
- To be responsible for a class base and manage the team of staff within the area
- To support planning across the nursery school and to ensure high standards in teaching and learning
- To be an effective classroom practitioner, planning, evaluating and recording the progress and attainment of a core group of children.
- To work alongside other early year's practitioners and parents to provide the best possible educational start for very young children, including those with additional needs.
- To establish a safe and stimulating learning environment that promotes independence.
- To contribute to whole school improvement
- To be a member of a team coordinating one or more areas of learning

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Class teacher responsible for a key group of children, supporting other early year's practitioners and nursery assistants within the nursery school.
- To be accountable to the Head of School and Governing Body.

MAIN DUTIES AND RESPONSIBILITIES

- To promote the intellectual, social, physical and moral development of young children.
- To promote the well being of a group of children and to act as keyworker.
- To promote effective teaching through the Early Years Foundation Stage Curriculum, planning and evaluating the quality of teaching and standards of children's achievements and identifying targets for development and improvement.
- To deliver a relevant curriculum through activities, monitoring and evaluating individuals' progress.
- To assess, record and report on children's progress
- To complete all appropriate record keeping documents, including the Foundation Stage profile where appropriate.
- To identify and refer those children with special educational needs and disabilities
- To establish and maintain an acceptable level of behaviour in the teaching areas and to share the corporate responsibility for the well-being and behaviour of all the children
- To contribute to the setting as a training resource for students and other practitioners
- To participate in whole school development planning and school evaluation.
- To undertake professional development through attending appropriate training and participate in the school's performance management model.
- To work closely with colleagues and parents to develop the quality of provision within the Nursery School.
- To follow all safeguarding procedures and create a safe learning environment
- To be aware of, and operate within the Nursery school's policies and procedures
- To be aware and communicate any health & safety issues to the appropriate person
- To be responsible for the management and leadership of one or more curriculum areas, including curriculum development, staff development and resource management.
- To carry out staff appraisals and identify developmental targets and goals for individual staff for whom the post holder has responsibility

SCOPE OF JOB (Budgetary/Resource control, Impact)

To manage a small delegated curriculum budget relating to the purchasing of resources, training, staff development through consultation with the Management Team.

PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Division: REYS Federation
Job Title: Early Years Teacher	Post Reference No:

Qualifications / Education / Training:

Teaching Qualification –
Qualified Teacher Status

Experience:

Experience within an early years setting and sound knowledge of the Early Years Foundation Stage Curriculum
Evidence of working as part of a team

Skills and Abilities:

- To have sound knowledge of child development and have the ability to plan and deliver an appropriate curriculum,
- To have knowledge of effective assessment for learning and be able to implement AfL to raise standards
- To have good planning and organisation skills,
- Ability to lead and work as part of a large team and also to be able to work on own initiative.
- To be able to deal sensitively with parents
- To have knowledge of the principles and processes of performance management
- Ability to respond to many demands.
- To have the ability to see the value and vision for the Centre and be able to contribute to whole school improvement
- To be reliable, adaptable and flexible.

Work Related Personal Requirements

Enthusiasm and energy.
Caring and supportive nature
To be self –confident, self motivated and have excellent communication skills.
A sense of humour.
To be able to work as part of a team.
Above all to participate in all aspects of this busy Nursery School