**Role Profile: Early Years Class Teacher (2-3 year olds)**

**Maternity Cover**

**Purpose**

To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend and Little Downsend School Policies. The duties outlined in this role profile are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Head of Little Downsend, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Key Accountabilities**

**Standards and Quality Assurance**

* Support the aims & ethos of the school
* To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
* To attend INSET days, staff meetings, parents’ evenings, information evenings, Saturday Open Mornings and Afternoons, and events organised by the Parents’ Association
* To supervise daily, lunch sessions and other break duties as timetabled
* To plan, monitor and support the work of Teaching Assistants
* To participate in arrangements made for staff appraisal

**Teaching and Learning**

* To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend and Little Downsend School Policies
* To maintain good order and discipline among pupils both on and off the school premises, to share in the responsibility for pastoral care of the pupils, including the safeguarding and promoting of children’s welfare
* To support the Head of Little Downsend, Senior Leadership Team, staff and other professionals in the preparation of schemes of work, lesson plans and School Policies
* To create and maintain a safe, organised, tidy and stimulating class environment

**Assessing and Reporting**

* To assess, record, track and report on children’s progress and attainment in line with School Policy
* To be responsible for maintaining the children’s individual profiles
* To be responsible for reporting to parents on the children’s progress, as well as communicating and consulting with parents regularly
* Work within the Code of Practice relating to Special Educational Needs.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Qualified EYT/ EYPS/ NVQ6/ QTS practitioner * Teaching degree with Early Years Specialism or Equivalent |  |
| **Qualifications** | * A thorough understanding of the EYFS * Excellent communication skills (oral, written and use of ICT); * Good organisational and administrative skills; * Creates a stimulating learning environment * Ability to take the lead in supervising other supporting adults with the classroom. * Ability to work independently or as a member of a team. * Awareness of Health & Safety requirements and a thorough understanding of safeguarding. | MIE accreditation |
| **Experience** | * An understanding of the nature of independent education and of the high expectations therein; | * Previous experience in an independent school * Previous EYFS class teacher experience |
| **Other** | * A commitment to CPD * A willingness to work hard, with energy and enthusiasm, and be prepared to go ‘the extra mile’. * Calmness and efficiency and the ability to work under pressure at certain times; * Positive outlook and sense of humour |  |

**Key Stakeholders:**

**Internal –** school managers, teachers, colleagues, children

**External –** parents, visitors to school, off-site trip providers, neighbours

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**