



## JOB DESCRIPTION

### EARLY YEARS FOUNDATION STAGE TEACHER (FULL/PART TIME)

**The School:**

Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

**Job Purpose:**

To teach a Reception class within our vibrant Early Years Foundation Stage (EYFS) which forms an integral part of our Pre-Prep Department. The EYFS forms the foundation block of our happy, thriving co-educational school with excellent facilities. The successful candidate will have secure knowledge of the EYFS Framework and will be able to deliver lively, active and inspirational lessons to our young children. Applications from NQTs are welcome.

**Hours of Work:**

Full and part time

**Salary:** Commensurate with experience

**Start date:** 1<sup>st</sup> September 2022

**Reporting line:** Headmaster via Head of Pre-Prep



## **Key Responsibilities**

### **Classroom Teaching Responsibilities:**

- To plan, lead and deliver a full, exciting and fun packed curriculum for Reception aged pupils, in line with the school's curriculum and the EYFS Framework.
- To prepare and plan appropriate programmes of learning for children ensuring pupils learn at a level consistent with their ability.
- To provide an effective learning environment that values active exploration and play, indoors and outside.
- Ensure a high level of classroom presentation through resources, displays and organisation.
- To assess and record pupil progress within the Prime and Specific areas relating to the Early Learning Goals
- To participate in professional development activities and take responsibility for own professional development.
- To provide outstanding pastoral care for the children in the class and throughout the school.
- Familiarise self with medical, SEND and any individual needs of children.
- To build a strong, supportive professional relationship with the Teaching Assistant/s assigned to the class, encouraging their participation in planning, assessment and reporting.
- Lead/take part in off-site trips, ensuring attention to school policy and procedure.
- To work with colleagues, parents, visitors and pupils in a professional manner which is conducive to and promotes the agreed aims and values of the school, including respecting and maintaining confidentiality.
- To use and implement all school policies and procedure.

### **General Duties:**

- Preparation of resources, including photocopying, art materials, play equipment, cooking ingredients etc.
- To undertake additional duties such as Early Morning Club and playtimes as part of the duty rota.
- To help and supervise the children during lunch.
- To lead or assist with an extra-curricular club.
- To play an active role in the extra-curricular life of the school, including weekend and evening events.
- Attend Admin/ Staff meetings and INSET.
- Attend Cluster meetings and relevant training.
- Assist with children who are taken ill/ have accidents.
- Record all accidents/ first aid in the record books.

- Attend Child Protection and Paediatric First aid training.
- Appreciate the need for flexibility if other members of staff are absent.

#### **All staff are expected to:**

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.

It is impossible to list every task you may be required to undertake in this job description, and you may be asked to undertake any reasonable duties as may be required from time to time.

**Note: This job description will be reviewed annually**

#### **Person Specification:**

The successful candidate will have experience or be able to demonstrate the following attributes:

#### **Skills and Knowledge**

- Experience of teaching within a school environment
- Have QTS status
- Knowledge of Tapestry (desirable not essential)
- Strong IT skills
- Excellent interpersonal and communications skills, with the ability to relate well and develop relationships with children and adults, both internal and external to the School

#### **Personal Attributes**

- Clear understanding and belief in the ethos of Twyford School.
- Professional, combined with a warm and approachable personality.
- Open to new ideas and have the ability to reflect, review, learn and amend as appropriate.
- Ability to work independently with initiative and as part of a team.
- Ability to remain calm under pressure and the ability to meet deadlines when necessary.

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

*Updated April 2022*