

Dulwich Wood Federation

Children's Centre, Lyall Avenue, London SE21 8QS 0207 525 1192

Nursery School, Lyall Avenue, London SE21 8QS 0207 525 1192

Primary School, Bowen Drive, London SE21 8NS 0208 670 5470

office@dulwichwood.southwark.sch.uk www.dulwichwood.com



Post Title: Early Years Teacher

Reports to: Headteacher and Deputy Heads

Grade: MPS

Key Purpose of the Job

1. To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, the professional standards for teachers. Have due regard to the requirements of the Early Years Foundation Stage and LEA and school policies.
2. To assist the Headteacher and Deputy Head in maintaining effective, high quality teaching and learning in the foundation stage. During the first term of each academic year, when numbers are lower at the Nursery, you may be based at the primary school. This could be covering PPA or delivering intervention groups.

Job Summary

1. To have a full teaching commitment.
2. To take responsibility for the welfare and safety of all the children in our school with a particular focus on the children in the teacher's class.
3. To be an effective key person.
4. To manage and lead the adults within the classroom.
5. To lead on an area of learning or area of organisation or a combination of both.

Accountabilities

1. To be responsible to the Headteacher and Governing Body and to participate in the Council's scheme of performance management for all staff.

Main Responsibilities

1. To lead a team of early years staff to maintain high standards of achievement within a learning environment which reflects current good practice for early years.

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2. To fully implement the Early Years Foundation Stage and ensure that practice meets and aims to exceed the requirements.
3. To be an effective early years teacher leading in the planning, delivery and evaluation of a full and balanced range of playful learning experiences, which meet the emotional, physical, social and intellectual needs of the children.
4. To use the outdoor environment to support children's learning in all areas of the curriculum.
5. To have a positive attitude towards learning outdoors in all weathers.
6. To be responsible for the care, learning and support of a class of children.
7. To be consistent in managing children's behaviour by using a range of strategies in line with the School's positive behaviour management policy.
8. To pay particular attention to children with special educational needs and disabilities. To work in partnership with the SENCO in identifying and meeting those needs.
9. To demonstrate a commitment to integration, planning experiences and activities where all children are included and supported.
10. To support children and families through the Common Assessment Framework and attend review meetings.
11. To teach within the framework of present Federation policies, paying particular attention to Equality and Diversity, Inclusion, Community Cohesion, Special Educational Needs and Disabilities and Anti-Racism.
12. To promote children's sense of identity and actively tackle any form of discrimination.
13. To make observations of children's learning, well-being and involvement, analyse this information to inform assessments and plan meaningful next steps to ensure all children make good progress in their learning.
14. To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school policy.
15. To be able to interpret assessment data and make appropriate recommendations to improve outcomes for children.
16. To communicate and consult with parents and carers and with outside agencies, as necessary about children's needs, progress and attainment.
17. To establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
18. To be responsible for developing and maintaining appropriate inclusive resources and equipment.
19. To organise and participate in outings and other school events and special occasions
20. To maintain a high standard of display both in the classroom and other areas of the school.

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Leadership

1. To lead daily team meetings which create a positive climate and ensure all children make good progress through a well-organised and well-planned day.
2. To set a good example to the team through own high quality practice.
3. To lead an area of curriculum development
4. To contribute to the appraisal of class teams including monitoring the quality of teaching and learning.
5. To be involved in monitoring the quality of teaching and learning of a specific area across the School.
6. To use own expertise to support colleagues, students and volunteers

Safeguarding

1. To implement the School's policies and procedures with specific regard to safeguarding, and health and safety.
2. To be vigilant in identifying when a child might be at risk, following appropriate guidelines and reporting to the designated person.
3. To display a commitment to safeguarding and the promotion of the well-being of children and young people.
4. To maintain confidentiality about all issues related to children and their families.
5. To keep up-to-date with relevant legislation, guidance and local arrangements in relation to working with and the protection of children and young people.
6. To behave in an actively anti-discriminatory way and keep up to date with equality legislation including the 2010 equality act.

Mentoring/Advising

1. To be involved in the induction and mentoring of staff, students and volunteers.

Professional Conduct

1. To adhere to the Federation's Code of Conduct at all times.
2. To be aware of the high profile of the Federation and uphold its standards at all times.
3. To work effectively as a member of a team establishing and maintaining good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
4. To encourage an atmosphere of co-operation and respect.
5. To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents, staff members and other agencies.
6. To ensure that punctuality is maintained throughout the day.
7. To manage own workload and plan time effectively.

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Professional Development

1. To be a reflective practitioner who is committed to continual personal and professional development and can learn from past experiences.
2. To take responsibility for own professional development and be proactive in keeping up-to-date with curriculum development and changes in legislation.
3. To take responsibility for own personal performance, and actively seek help when required.
4. To keep abreast of the latest initiatives and to disseminate information to colleagues.
5. To attend courses and develop own expertise on advice and agreement of the Headteacher through the performance management scheme of the Council.
6. To attend and contribute to staff meetings, professional development training and any other events as requested.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The offer of the post is subject to the receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.