

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	Early Years Foundation Stage (EYFS) Practitioner
<b>Hours of work</b>	In accordance with the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Reporting to</b>	Head of Lower School
<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>• To enable young children to make good progress in their learning by building upon the skills they have when they join the school in nursery</li> <li>• To assist all pupils to develop emotional security, self-belief and mature social skills</li> <li>• To assist all children to develop a love of learning and an excitement about coming to school each day</li> </ul>
<b>Main responsibilities and duties</b>	<p><b>Planning learning:</b></p> <ol style="list-style-type: none"> <li>1. Plan rich and stimulating learning activities that achieve good progression in children’s understanding by: <ul style="list-style-type: none"> <li>• identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught</li> <li>• setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning</li> <li>• setting clear targets for children’s learning that build on prior attainment</li> <li>• identifying pupils who: <ul style="list-style-type: none"> <li>▪ have special educational needs</li> <li>▪ are high attainers</li> <li>▪ are not yet fluent in English</li> </ul> </li> <li>• Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding</li> </ul> </li> <li>2. Create a high quality, rich, stimulating and enabling learning environment containing items that will capture children’s attention and lead to independent exploration</li> <li>3. Make effective use of assessment information on children’s attainment and progress when teaching and in planning future learning</li> <li>4. Plan opportunities to develop children’s spiritual, moral, social and cultural development</li> </ol> <p><b>Teaching and classroom management:</b></p> <ol style="list-style-type: none"> <li>5. Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and children’s learning time is used efficiently</li> </ol>

6. Establish and maintain a purposeful learning atmosphere
7. Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships
8. Establish a safe, clean and secure learning environment, which promotes children's confidence
9. Use teaching methods which capture children's interest and maintain their engagement through:
  - offering rich, captivating learning activities
  - setting the highest expectations for all pupils
  - clearly establishing a purpose for learning, placing it within a context
  - effective questioning that includes open and closed questions, together with the use of probing, supplementary questions
  - providing frequent opportunities for pupils to learn through talk and interaction
  - stimulating intellectual curiosity and communicating enthusiasm for learning
  - matching the teaching approaches used to the subject matter and the age of the pupils being taught
  - modelling good language use to children
  - modelling good social skills to children
  - clear instruction, effective modelling and accurate explanation
  - listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
  - selecting and making good use of ICT and other learning resources which enable learning objectives to be met
  - providing opportunities to develop children's wider understanding by relating their learning to 'real life'
10. Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review Individual Education Plans for pupils at Foundation Stage
11. Evaluate your own teaching critically and use this to improve your effectiveness

**Monitoring, assessment, recording, reporting and accountability**

12. Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching
13. Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils' progress
14. Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents
15. Understand the expected demands of pupils in relation to the stepping stones and Early Learning Goals

**Management and administration**

16. Participate in administrative and organisational tasks related to the responsibilities described above

	<p>17. Provide cover for other teachers as appropriate</p> <p>18. Contribute to the induction of new and probationary teachers</p> <p>19. Support students on placement in Early Years Foundation Stage classes</p> <p>20. Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school</p> <p>21. Participate in any arrangements made by the school for performance management and continuing professional development</p> <p>22. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders</p> <p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment</p>
<p><b>Person Specification</b></p>	<p><b>Qualities, Knowledge, Skills &amp; Attributes</b></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• Good standard of English and Maths</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• First aid qualification</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Understand the challenges associated with inclusion within an urban environment</li> <li>• Working as part of a team</li> <li>• Anticipate problems, develop creative solutions</li> <li>• Listen to and reflect on feedback from others</li> <li>• High level of verbal and non-verbal communication skills</li> <li>• Strong level of ICT skills</li> <li>• Excellent presentation skills</li> <li>• Excellent personal presentation</li> <li>• Able to build and maintain positive relationships with individuals</li> <li>• Prioritise, plan and organise self</li> <li>• An interest in educational issues</li> <li>• A commitment to inclusion</li> <li>• Positive attitude</li> <li>• Genuine concern for the welfare of others</li> <li>• Initiative and self-motivator</li> <li>• Calm disposition</li> <li>• Approachable with a good sense of humour</li> <li>• Willing to accept the demands and challenges of the post and respond in a</li> </ul>

flexible manner

- Committed to safeguarding and promoting the welfare of students and Rookwood School

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