

EARLY YEARS TEACHER

PROFILE

We are looking for a well-qualified, enthusiastic and skilled teacher to join our Team.

Skills/qualifications

1. Qualified teacher
2. First-rate classroom practitioner
3. Secure knowledge of and experience in the Early Years Foundation Stage
4. Evidence of continuing professional development
5. Commitment shown in other areas e.g. games, activities
6. Good communication skills
7. Good organisational skills
8. Up to date IT skills including use of MS Office package and experience with interactive white boards
9. Evidence of ability to integrate IT into their lessons

Personal Characteristics

1. Positive personality – enthusiastic, dynamic and caring
2. Love and passion for teaching children
3. Ability to work in a team
4. Ability to prioritise effectively
5. Ability to see task through to completion
6. Loyal and supportive colleague
7. Ability to teach effectively across the whole ability range
8. Possess a sense of humour!

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility.

Westbrook Hay has an active Parents' Association which all staff are expected to help and support.

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement

JOB DESCRIPTION

DIRECTLY RESPONSIBLE TO: The Headmaster
REPORTING TO: The Head of Lower School

The purpose of this job description is to outline the main responsibilities of the Early Years Teacher. It is not restrictive and includes any other reasonable requests that may arise. The Early Years Teacher is a full time teaching position. The safety and well-being of the children in School is paramount at all times and the Early Years Teacher's responsibility for promoting and

safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the Early Years Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or a DDSL.

RESPONSIBILITIES

The Early Years Teacher is directly responsible to the Headmaster but will liaise with the Head of Lower School and other relevant staff regarding the maintenance and development of the Nursery schemes of work to take into account the requirements of the National Curriculum in preparation for KS1.

- Be fully responsible for a group of children per session.
- To provide teaching cover within the school as required.
- To hold weekly team meetings with the Nursery leader and Early Years Assistants
- To have a clear understanding of the Early Years Foundation Stage and Key Stage 1 curriculum, observing DfEE requirements and the aims of Westbrook Hay Prep School;
- Carry out assessment in line with EYFS and School policies;
- Produce Short/Medium/Long Term teaching plans in accordance with Westbrook Hay guidelines, ensuring relevant deadlines are met;
- Liaise with relevant Heads of Departments and Class Teachers regarding cross-curricular subject matter;
- Organise and lead Nursery School Trips;
- To liaise with SENCO to plan IEPs as appropriate;
- Support the Headmaster and Director of Studies in raising and maintaining high standards;
- Attend courses to keep self and staff informed of further developments;
- Attend all staff meetings and inset days;
- Order and maintain stocks of materials for teaching and display purposes;
- Attend parent's evenings and staff meetings for relevant year groups;
- Attend Inset Days, Open Mornings, Speech Day, Sports and Family Funday, Teddy Bear's Picnic or Easter Egg Hunt and all other events, including WHA events, relevant to the children in your care;
- Ensure individual reports are written for each child during the Autumn and Summer Terms in accordance with Westbrook Hay guidelines, ensuring relevant deadlines are met.

TERMS AND CONDITIONS

1. Salary Scale:

Salary is based on qualification and experience and is for the hours (less afterschool) as stated below. This is a full time term time position based on 39 weeks including holiday allowance.

Qualified T1 £27,496 – T6 £39,606

Afterschool is paid at a rate of £11.16 per hour (non pensionable)

2. Days/hours:

Monday – Friday	8.15am – 4.00pm
Thursday staff meeting	3.45pm – 5.00pm
After school (rota)	4.00pm – 6.00pm Monday – Thursday
	4.00pm – 5.30pm Friday

Plus all inset days (the last Friday before each term starts), parents' evenings, open mornings, speech day, sports day and WHA events specific to the children in your care.

Plus 2-3 additional days per term for the purposes of preparing classrooms

A degree of flexibility is required in order to complete the planning and assessment and all other responsibilities pertaining to the role.

3. Holidays. Statutory holiday to be taken in school holiday only plus bank holidays.
4. Pension: Teacher's pension scheme
5. Expenses: all reasonable costs associated with the role will be reimbursed upon receipts.
6. Notice period: 1 term following successful completion of the probationary period
7. Probationary period: 12 months. Two weeks' notice during the first 6 months and 1 month's thereafter may be given by either party either during or at the end of the probationary period.
8. References: appointment subject to two satisfactory references; one from immediate previous employer and one other: required to be on file before start date
9. Driving licence: full clean required.
10. DBS: satisfactory enhanced check including barred list required on file before start date.
11. Other documentation: professional certificates; medical declaration; overseas declaration; disqualification by association.
12. Out of hours: the position may require additional duties as part of and in addition to the normal responsibilities.
13. Fee remission: as per the current WBH policy or as revised from time to time.
14. Accommodation: school accommodation may be available on license up to a period of 12 months for the purposes of settling into the area.