**Smarden Primary School**

**JOB DESCRIPTION FOR EARLY YEARS TEACHER - MPS**

The Early Years Teacher will inspire and lead the Preschool staff in order to provide safe, high quality education and care for each child and their family that attends the preschool.

The Early Years Teacher will monitor and evaluate practices, policies and process that support children’s education, development and wellbeing. The role requires good communication skills, high levels of motivation and ability to work under pressure. It will include managing multiple priorities and longer-term projects, ensuring the setting continues to meet the safeguarding and welfare, learning and development requirements within the Early Years Foundation Stage, Ofsted and other legislative requirements.

The role will require taking the lead on external collaborative work. This will entail:

1. establishing and maintaining links within the Community and TKAT; and
2. cooperating with other settings and agencies to build on the setting’s continuous development.

This will also require keeping up to date on all factors that affect Early Years and sharing relevant information with both the Preschool team and wider Primary School team.

The role can be worked in either a full-time or part-time capacity – we will be flexible for the right candidate. It is in the nature of the work that tasks and responsibilities can be unpredictable and varied. All staff are therefore expected to work in a flexible way. Specific duties will include those outlined below, plus any other tasks that may reasonably be required.

**Leadership of the setting**

* To draw up curriculum plans across the setting - which will ensure that each child is working towards the outcomes of the Early Years Foundation Stage (EYFS) and to monitor and evaluate the effectiveness of the pre-school curriculum through its delivery. The programme should support the ethos, including the strong focus on outdoor.
* To be responsible for providing high quality care and learning - ensuring that all staff are correctly assigned and provide stimulating and varied opportunities for children to become motivated and enthused in their learning.
* To role model and monitor high quality practices – that will ensure the smooth day to day organisation and operation of the setting.
* To be responsible for implementing systems of observation and record keeping - so that children’s attainment and progress is effectively and regularly assessed and to monitor and evaluate the effectiveness of the procedures.
* To monitor and track the learning and development of all children in the setting- supervising and keeping the necessary records for this purpose.
* To ensure statutory and business records are regularly updated and maintained – this includes the daily attendance register, accident book and welfare records. This also includes keeping the policies and procedures of the Preschool updated and implementing them in line with current regulations
* To ensure that health and safety procedures provide a safe environment - that promotes the health and wellbeing of all children, staff, families and visitors.
* Ensuring the team follows safeguarding procedures as detailed in the School’s policy.
* To work closely with the school’s SENCO to ensure children with special educational needs and disabilities make the desired progress.
* To keep up to date with research and good practice – both to improve knowledge and understanding and ensure effective practice within the setting.

**Leadership of Staff Development**

* To manage an effective performance management system – including carrying out regular supervisions and appraisals for all Preschool staff.
* Maintain an accurate succession plan which demonstrates the commitment to supporting staff CPD and whole setting training requirements to ensure a highly effective staff team.
* To encourage a culture of excellence in all setting activities – supported by thorough reflection and self-evaluation and instil the drive for continuous improvement.
* To provide IT training / support – to enable staff to fulfil their role in undertaking observation and evaluation of children’s development. We currently use Tapestry Online Learning Journals.

**Partnership with Parents, school team and wider community**

* To build and maintain effective communication and positive relationships with parents, carers and families through a variety of communication platforms – including, but not limited to: parent consultations, settling-in days, presentations, use of Tapestry etc.
* To lead and liaise with the Head Teacher - to drive business development and delivery of vision for Smarden Primary School with a focus on outdoor learning and building resilience.
* Partner with the school team to identify relevant transition programmes for children going to primary school – develop opportunities to ensure positive move from Preschool to Primary.
* To continue to identify partners to work with to develop the setting.

**Person specification**

**Essential criteria**:

Qualifications:

* Early Years Teacher status

Experience:

* Previous management experience in an Early Years setting; an in-depth working knowledge of the EYFS.
* A vision for developing the provision for the children and a willingness to try creative ideas. • Happy to face and commit to challenges.
* Ability to identify children’s needs and provide learning opportunities to meet those needs as required.
* Ability to work as part of a team and to inspire and motivate the team, recognising and developing their strengths.
* Commitment to young children and families.
* Good, confident communication skills to deal effectively and respectfully with children, parents, colleagues and visitors.
* Excellent interpersonal skills and a professional attitude.
* The ability to respect confidentiality of information.
* Friendly, flexible approach.
* Willingness to undertake further relevant training.

**Desired criteria:**

* A Forest School qualification (or the willingness to train to acquire one).
* Experience of collaborative working with other agencies/settings.
* Relevant EY Paediatric First Aid Training, but this will be provided.
* An understanding and commitment to equal opportunities.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.