



Annemount

Nursery and Pre-preparatory School

18 Holne Chase, London N2 0QN

Web site: www.annemount.co.uk

E-mail: headteacher@annemount.co.uk

Job Description and Person Specification: EYFS Teacher

Job Purpose:

- teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom; and
- contribute to constructive team-building amongst teaching and non-teaching staff and parents.

Duties:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- teach the relevant subject across the age and ability range;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessments into weekly and termly planning;
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation, as well as parents' evenings;
- communicate and cooperate with specialists from outside organisations/agencies;
- lead, organise and direct support staff within the classroom; and
- participate in the performance management system for the appraisal of their own performance.



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Personal Responsibilities

- to carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation;
- to promote the safeguarding of children in accordance with the school's Safeguarding Policy;
- to use information technology systems as required to carry out the duties of the post in the most efficient and effective manner;
- to undertake training and professional development as appropriate; and
- to undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- to ensure that the school's customer care standards are met and adhered to; and
- at all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

The applicant should have:

- evidence of successful EYFS practice;
- emotional resilience and ability to work under pressure;
- experience of working in a multicultural school partnership with parents; and
- sympathy with the teaching of an independent school.

The applicant should have the knowledge and understanding of:

- the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
- statutory National Curriculum requirements at the appropriate key stage;
- the monitoring, assessment, recording and reporting pupils' progress;
- the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Safeguarding;
- how to form and maintain appropriate relationships and personal boundaries with children and young people;
- the positive links necessary within the school;
- effective teaching and learning styles and possess a depth of knowledge and agility of mind to allow flexibility in lessons, adapting delivery as appropriate in light of pupils' responses;
- improvement strategies for pupil attainment; and
- how to manage people, both within school and in the wider community.



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The applicant will be able to:

- promote the school's aims positively and use effective strategies to monitor motivation and morale;
- develop good personal relationships within a team;
- establish and develop close relationships with parents and the community;
- communicate effectively (both orally and in writing) to a variety of audiences;
- create a happy, challenging and effective learning environment;
- defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition;
- create a positive team spirit;
- delegate and negotiate appropriately, having considered the views of everyone involved;
- retain a sense of perspective and, on occasion, have the invaluable ability to laugh at oneself; and
- lead by example and motivate others

The applicant will be:

- approachable;
- committed;
- motivated;
- empathetic;
- enthusiastic;
- creative;
- organised;
- resourceful;
- assertive;
- diplomatic;
- self-confident; and
- flexible.

Annemount is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required.