Job Description

Job Title:	EYFS Class Teacher
Reports to:	Head of Reception & Head of the Junior School
Full Time/ Part Time:	Part-Time (Wednesday – Friday), fixed term (January 2027 to August 2027)
Role Summary:	To teach a class of 4/5 year olds

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties and Responsibilities:

Teaching

- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and assist the Head of EYFS with the planning, preparation and delivery of the curriculum and evaluation of activities
- Teach diligently and competently, according to the pupil's educational needs, such subjects as the Head or any person acting on behalf of the Head shall reasonably direct
- Use all reasonable time to provide the necessary education for the pupils, by good time keeping and making forward plans for all subjects
- Maintain an orderly classroom environment with a good level of discipline, encouraging politeness and manners at all times
- Provide a rich welcoming and cheerful environment for the pupils by displaying children's learning in a stimulating and interesting way in the classroom
- Mark learning carried out by the pupils, to follow up the marking by reward or help and advice for inaccurate work in line with the marking policy
- Ensure consistency of teaching within each age group
- Contribute to the planning and monitoring of appropriate homework requirements
- Advise and co-operate with the Head on the Junior School, Year Head and other teachers on the preparation of teaching materials, schemes of work, methods of teaching and assessment and pastoral care methods

Pupils

- Promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to the teacher
- Foster their enthusiasm for learning
- To be sensitive to social relationships between children. To be on the lookout for any signs of physical and emotional bullying. To be responsible for the pastoral care of each child within the class
- Monitor pupils' performance within the subject, ensuring that children are supported in reaching the required goals

- Contribute to the extra-curricular development of the pupils and to events such as Book Week, drama productions, assembly plays etc.
- The pastoral role of the teacher extends beyond the classroom, to each child's family and it is essential that a partnership is forged with each child's parents

Parents

- Maintain and support effective liaison between school and parents with regard to each child's progress
- Be available to discuss the academic, social and physical development of the child with his/her parents
- Encourage parental involvement and co-operation in the education of each child

Reports

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Communicate and co-operate with persons or bodies outside the school
- Participate in meetings arranged for any purposes described above
- Contribute to the creation of appropriate examination papers and entry test materials
- Ensure that there is an adequate transfer of information regarding pupils when pupils change teachers
- Ensure that the individual needs of pupils are monitored and referred, as necessary to the Learning Support Department

Appraisal

- Participate in any arrangements within an agreed framework for the appraisal of own performance generally and for assessing participation in activities beyond normal expectations
- Participate in Inset days and keep your methods of teaching under review and participate in further training and professional development as a teacher

Health and Safety

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment
- Communicate regularly with the Head of Junior School and/or Clerk of Works any Health and Safety issues regarding the welfare or safety of the pupils
- Be familiar with the school's fire safety procedures and participate in fire drills

General

- Integrate with a very hard-working, dedicated staff team
- Participate in supervisory duties before and after school, during breaks and lunch times as reasonably required by the Deputy Head of the Junior School
- Attend all school functions that directly involve children and to offer help when needed, e.g. concerts, plays, Sports day, Special Assembly etc.

- Help supervise pupils in the event of a staff absence as directed by the Deputy Head or Head of Junior School
- Register the attendance of pupils
- Manage the class in a suitable manner. When new pupils join the school ensure that they are well equipped to cope with the way of life at The Hall. Whenever appropriate assign a new pupil to another pupil in the class to help them with settling in
- Ensure that the pupils are well organised and help to equip them to address the day to day demands of life within our community
- Where difficulties with subject work arise, help colleagues to find out why this has happened and set targets to rectify the situation
- Disseminate information as required and communicate any worries to the Head of the Reception Department or Head of the Junior School
- Work to develop a positive and enthusiastic dynamic within the class. Help to support pupils with strategies if they are having difficulties with organisation, behaviour, friendships etc.
- Liaise with other staff and parents, when appropriate, to address any behavioural or social issues. Listen to comments made about pupils and act when appropriate
- Get to know all the children in their class and their background, being friendly whilst maintaining a professional approach at all times and always act in the best interests of each pupil
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Deputy Head or Head of Junior School
- Set aside adequate time to prepare for a new term or tidy up after a term has ended
- Contributing, as appropriate, to the development plan
- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description

Safeguarding

- All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Safeguarding and Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Deputy Designated Safeguarding Leads or the Designated Safeguarding Lead.

Person Specification **The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**			
	Essential ***These are qualities without which the Applicant could not be appointed***	**Desirable** ***Extra qualities which can be used to differentiate applicants***	**Method of assessment**
Qualifications	Degree and/or appropriate Teaching Qualification: QTS/ Early Years Professional Status/Early Years Teacher Status/other suitable and recognised level 6 qualification	PGCE	*Certificates*
Experience	Excellent working knowledge of the Early Years Foundation Stage curriculum and Early Learning Goals Create a high quality, rich, stimulating and enabling learning environment and provision that will capture pupils' attention and lead to independent exploration Knowledge and proven practical experience of implementing quality learning opportunities with Reception children Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships	Experience using Tapestry as an assessment tool Experience in planning opportunities which promote outdoor learning Experience	*Application form and references*
Skills	Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning. Excellent oral and written communication skills Excellent IT skills across a variety of programs Excellent interpersonal skills Clear instruction, effective modelling and accurate explanation	Application of ICT in a classroom setting Able to use Seesaw, Zoom and Microsoft Teams	*Application form, references* & *interview (including observed lesson)*

	Effective questioning skills that include open and closed questions		
Knowledge	Awareness of Safeguarding and pastoral issues Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life Appreciation of the ethos of an independent boys' day school	Paediatric First Aid Knowledge of the Read Write Inc phonics scheme Knowledge of the Talk for Writing approach Evidence of continued professional development	*Application Form & Interview*
Personal competencies and qualities	A passion for high quality education Commitment to professional development Calmness under pressure Both independent and happy within a team Ability to prioritise and well organised Energetic, enthusiastic, flexible and approachable		*Application form, references & interview (including observed lesson)*