

COGNITA

CLIFTON LODGE SCHOOL

Role Profile: Reception Teacher / EYFS Lead

Purpose

- To demonstrate great care for each child's well-being and learning progression.**
- To be able to implement an engaging and successful EYFS curriculum based on the EYFS expectations.**
- To ensure the school meets ISI EYFS compliance regulations.**
- To confidently and capably lead the EYFS staff and Early Years area.**

Key Accountabilities

- To have a thorough knowledge of the Early Learning Goals and Age-Related Expectations for the whole of EYFS, in particular for Reception.
- To contribute to schemes of work for Nursery, teach agreed lessons and produce teaching resources, set homework and mark work. To complete assessments, EYFS profiles and pupil monitoring and tracking via the use of Tapestry.
- To prepare reports, attend parents' evenings and attend staff meetings and training as required. To liaise with parents (in consultation with the Head) regarding pupil learning issues.
- To maintain an ordered and organised learning environment which supports children's learning.
- To carry out any additional responsibility negotiated with the Head, including, but not limited to, extra-curricular activities.
- To liaise half-termly with SLT to update on EYFS matters.
- To have a positive working environment with; and manage the EYFS staff, hold regular Early Years staff meetings and maintain records of these as circulated to them.
- To promote the school at Open Days and during private tours.
- To maintain professional conduct at all times.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately and promptly (DSL / DDSL / LADO) in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	Graduate with teaching qualification (B.Ed. / PGCE)	
Skills	<p>Ability to work in a team, form positive relationships with students, colleagues and members of the community</p> <p>Good organisational skills</p> <p>Good communication and listening skills</p> <p>Evidence of good classroom practice and excellent teaching</p> <p>Keeps well-informed of changes in EYFS</p> <p>Evidence of successful teaching to a range of abilities and adaptability in order to do so</p> <p>Ability to meet deadlines and show good attention to detail</p> <p>Ability to undertake tasks related to monitoring and evaluation</p> <p>Commitment and ability to work with colleagues to improve classroom effectiveness and raise achievement</p> <p>Ability to manage students firmly, fairly and effectively</p>	<p>Competent user of ICT or willing to develop.</p> <p>Trained in the use of Tapestry.</p> <p>Read Write Inc trained.</p>
Experience	<p>Qualified Teacher Status</p> <p>EYFS Teaching – particularly in Reception.</p> <p>Thorough knowledge of the Early Learning Goals and Age-Related Expectations for the whole of EYFS, in particular for Reception.</p>	<p>Knowledge / Experience of KS1</p> <p>Knowledge of ISI EYFS Regulations</p>
Other	<p>Enthusiastic, positive and conscientious</p> <p>Motivated, reliable and demonstrates integrity</p>	

Key Stakeholders:

Internal - Teachers, students, colleagues

External - Parents and external agents

Signed: **Name (print):**

Date: