



Role Profile: Pre-School Teacher

Purpose

To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Akeley Wood School Policies. The duties outlined in this role profile are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Akeley Wood Junior School Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

Standards and Quality Assurance

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and information evenings
- To attend events, including any Saturday Open Mornings and Afternoons, and events organised by the Parents' Association
- To supervise daily, lunch sessions and other break duties as timetabled
- To plan, monitor and support the work of Teaching Assistants
- To participate in arrangements made for staff appraisal

Teaching and Learning

- To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Akeley Wood School Policies
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare
- To support the Head Teacher, Senior Leadership Team, staff and other professionals in the preparation of schemes of work, lesson plans and School Policies
- To maintain good order and discipline among pupils and safeguard their health and safety, both on and off the school premises
- To create and maintain a safe, organised, tidy and stimulating class environment

Assessing and Reporting

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Work within the Code of Practice relating to Special Educational Needs.

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 in line with policy
- To engage in safeguarding training when required

Key Stakeholders:

Internal – All School non/Teaching employees, Pupils

External – Education Establishments, Cognita Support Centre, Parents

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least NVQ6 • Teaching degree with Early Years Specialism or Equivalent 	<ul style="list-style-type: none"> • Paediatric First Aid qualification
Skills	<ul style="list-style-type: none"> • A thorough understanding of the EYFS • Excellent communication skills (oral, written and use of ICT); • Good organisational and administrative skills; • Create a stimulating learning environment • Ability to take the lead in supervising other supporting adults with the classroom. • Ability to work independently or as a member of a team. • Awareness of Health & Safety requirements and a thorough understanding of safeguarding. 	<ul style="list-style-type: none"> • MIE accreditation
Experience	<ul style="list-style-type: none"> • An understanding of the nature of independent education and of the high expectations therein; 	<ul style="list-style-type: none"> • Previous experience in an independent school • Previous EYFS class teacher experience
Other	<ul style="list-style-type: none"> • A commitment to CPD • A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'. • Calmness and efficiency and the ability to work under pressure at certain times; • Positive outlook and sense of humour 	