



Aldenham Prep School

Aldenham Prep School

EYFS Class Teacher

February 2021

Appointment of an Early Years Foundation Stage (EYFS) Class Teacher

The School wishes to appoint an EYFS Class Teacher with QTS, for February or possibly April 2021. The successful candidate will be expected to teach across the full range of the Early Years Foundation Stage curriculum in an excellent teaching environment. Close liaison with the fellow EYFS teacher and the Pre-Prep Leader are essential.

There will be an opportunity for professional development into Senior Leadership within the year.

The following responsibilities are expected.

Job Description for: Class Teacher

Aldenham Prep School is an IAPS co-educational day school (pupils aged 3-11). It is the Prep School to Aldenham School and part of the Aldenham Foundation, located near Elstree. We provide a nurturing environment enabling each child to give their best and achieve their best. High academic standards are achieved through close attention to the individual child and through dedicated and inspirational teaching. Class Teachers at Aldenham Prep School must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. Class Teachers are responsible to the Headmistress. In February 2021 we will be moving into our new, purpose built Prep School on site here.

As an EYFS teacher

- a) Work with your fellow EYFS teacher and the Pre-Prep Leader to develop School initiatives.
- b) Be able to set clear targets, based on prior attainments for pupils' learning.
- c) Provide a stimulating classroom environment, where resources can be accessed by all pupils.
- d) Ensure that schemes of work are kept up to date and that all children are working towards the Early Learning Goals/ EYFS Development Matters.
- e) Communicate and co-operate with specialists from outside agencies.
- f) Keep up to date with the requirements of the Independent Schools' Inspectorate (ISI) in relation to EYFS.
- g) To be informed of best practice regarding EYFS and to ensure members of teaching staff and the Headmistress are advised appropriately.

As a Class teacher

Have knowledge and understanding of:

- all relevant aspects of the Aldenham Prep curriculum.
- progression in the National Curriculum and its implementation pertaining to the Aldenham Prep curriculum;
- the benefits of creative and cross curricular teaching; and
- how to engage and motivate pupils, as well as how to inspire trust and confidence.

Planning, Teaching and Class Management

- a) Ensure effective teaching of whole classes, groups, and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- b) Use Assessment for Learning (AFL) to plan sequences of lessons that ensure children progress in all areas of the curriculum.
- c) Use excellent questioning, marking and feedback to move children on in their learning and close any gaps by addressing misconceptions in their understanding.
- d) Ensure children are motivated, stretched and challenged.
- e) Secure a high standard of pupil behaviour in the classroom and beyond. Set high expectations of behaviour, courtesy, mutual respect and tolerance within the school and the wider community.
- f) Identify pupils who may have Specific Learning Needs and know where to get help to give positive, targeted, monitored, and reviewed support.
- g) Use opportunities to provide exciting, direct, and relevant learning activities outside the classroom.
- h) Design and adapt long, medium- and short-term plans for all schemes of work taught, through consultation with Subject Coordinators.
- i) Ensure schemes of work incorporate elements of the Arts Mark programme.

Monitoring and Assessment

- a) Use a range of formative and summative assessments to assess how well learning objectives have been achieved and use these assessments to inform future teaching.
- b) Mark and monitor pupils' class work providing constructive oral and written feedback, to enable progress in their achievements and set targets for future progress.
- c) Administer and mark regular summative assessments as agreed by school policy.

Pupil Achievement and Wellbeing

- a) Demonstrate that, because of their teaching their pupils achieve well relative to the pupils' prior attainment. This evidence could be shown in marks or grades in any relevant standardised tests or school-based assessments or through samples of work.
- b) Develop a Growth Mindset culture encouraging children to foster a good understanding of learning and develop resilience.
- c) Demonstrate effective pastoral care for the physical and mental health of the children following school policies and guidelines.

Managing resources

Select and make good use of Information Technology (IT) and other learning resources which enable teaching objectives to be met.

Relations with parents and wider community

- a) Liaise effectively with pupils' parents through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
- b) Communicate effectively with parents in a timely manner.
- c) Communicate and liaise with outside agencies, as necessary.
- d) Promote the ethos and values of the school to pupils, parents, and the wider community.
- e) Use Evidence Me for regular communication between School and home.

Managing own performance and development:

- a) Understand the need to take responsibility for their own continuing professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- b) Understand their professional responsibilities in relation to school policies and practices.
- c) Follow the school's Code of Conduct as laid down in the Staff Handbook and in the terms and conditions of the signed employment contract.
- d) Set a good example to the pupils through presentation and personal conduct.
- e) Evaluate teaching critically and use this to improve effectiveness.
- f) Is committed to ensuring own work life balance.
- g) Participate in the Foundation's appraisal programme.

h) Participate in all In Service Training (INSET).

Managing and developing staff and other adults:

- a) Establish effective working relationships with all colleagues across the Foundation, and the 1N District of the Independent Association of Prep Schools (IAPS).
- b) Direct and line-manage Early Years Practitioners and other relevant support staff effectively.

Wider Professional Effectiveness

- a) Effectively co-ordinate a particular area(s) of the curriculum.
- b) Contribute to the co-curricular life of the school.
- c) Make an active contribution to the life and aspirations of the school.

Person Specification

Qualifications	Experience	Attitudes
Be a fully qualified Early Years Teacher, including QTS, Meeting the 'full and relevant' criteria for early years qualifications	Have a secure understanding of the Early Years Foundation Stage Curriculum and its requirements	Excellent organisational skills with the ability to work to targets and deadlines
	Have experience of assessment, using the Early Years Foundation Stage Profile	Excellent communication skills to liaise with parents, staff and other.
		Good IT skills
		Be committed to achieving the highest possible standards for all children
		Encourage differentiation in teaching
		An interest in teaching methods relevant to children of high ability

Other Responsibilities

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club per week. Teachers are required to attend various meetings, briefings, and events for instance: Staff Meetings and Briefings, INSET, Parents' Consultation Evenings and Meetings, Open Days, Aldenham School Parents Association (Prep) events, School Fêtes and Visitation Day. Teachers will also be prepared to attend other such meetings, functions, and training as is from time to time deemed necessary. Specific events are detailed in the Staff Handbook.

No description of responsibilities can be fully comprehensive, and this job description is subject to review and modification, as necessary. The Class Teacher is also required to carry out other reasonable duties as are from, time to time, necessary.