



HOPSCOTCH

Children's Nurseries

EARLY YEARS TEACHER/PROFESSIONAL - JOB DESCRIPTION

LOCATION	HOPSCOTCH NURSERY
SALARY	£20,000- £25,000 pa
HOURS	40 per week all year round
HOLIDAY ENTITLEMENT	31 days inc 8 statutory holidays
NOTICE PERIOD	One month during first 3 months of employment, 6 weeks thereafter

Requirements

Relevant Teaching Degree with QTS/Early Years Professional Status (EYP/EYT)
Two relevant satisfactory references
Satisfactory enhanced DBS check
The ability to deliver the EYFS to a high standard

Specific Skills

Trustworthy and honest, organised and efficient, hardworking, team worker, positive attitude with a sense of humour, energetic, punctual, of good health and committed to providing high quality childcare.

General

- To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage
- To implement and promote all Hopscotch policies and the Staff Rules.
- To ensure children's safety.
- To care for and supervise groups of children assigned to them.
- To take an interest in the children and their families, to treat them as individuals and with respect at all times.
- To ensure positive management of children's behaviour.
- To support a commitment to the theory and practice of equal opportunities.
- To ensure an adherence to all health and safety policies
- To support senior members of staff to ensure appropriate Safeguarding procedures are put into practice.
- To support all co-ordinators eg, sendco and equal opportunities in their duties.
- To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate
- To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.
- To work as part of the staff team and make a positive contribution
- To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious.
- To be flexible and adaptable, to assist in all areas of nursery work and to provide support for other members of staff.





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Specific Duties

The Law

The Early Years Teacher must ensure she is fully conversant and comply with the statutory framework and practice guidance of the Early Years Foundation Stage.

Attitude

At all times the Early Years Teacher must display a high level of enthusiasm, loyalty and motivation and must adhere to the correct policies and ethos of Hopscotch. She must promote equal opportunities for all. She must at all times promote the good name of Hopscotch. She must ensure adherence to the appropriate Dress Code.

Aims and Objectives

The Early Years Teacher's aim is to provide a high quality, integrated early education and childcare service following the statutory framework and practice guidance of the EYFS, giving Hopscotch children the opportunity to achieve their Early Learning Goals.

To achieve this the role of the Early Years Teacher is to establish relationships with the children and their parents, plan the learning environment and curriculum, supporting and extending children's play, learning and development, and assessing their achievements and planning their next steps.

Curriculum

The Early Years Teacher must carry out the planning and implementation of age-appropriate curricula for children in accordance with the practice guidance of the EYFS, in consultation with the Nursery Manager and/or Management Team.

The Planning of the Curriculum should meet children's individual needs through the Ages and Stages towards the early learning goals. It is also to develop their early communication, literacy and numeracy skills which will prepare our children for key stage 1 of the national curriculum.

The Teacher must ensure learning experiences of the highest quality through a range of well planned play which is enjoyable and challenging, and there should be opportunities for children to engage in activities planned by adults and also that they plan or initiate themselves.

The Teacher should ensure that the curriculum and children's activities meet fully with the criteria set out by the EYFS and that the highest possible outcome is achieved at inspections.

The teacher must be willing to adapt and include new initiatives and directives into the curriculum when required to do so.

Observing, assessing and recording children's achievements

The Early Years Teacher must observe and record what children have achieved by way of written reports, photographs and on video or audio tape, and by the advice of Ofsted and the LEA.

She must identify when knowledge, skills, understanding and attitudes have been achieved by individual or groups of children, and to plan next steps in children's' learning. She should share with and receive from parents information about children's achievements and targets.





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Special Educational Needs and English as an additional Language

The Early Years Teacher will have a key role with parents to identify learning needs of individual children and respond quickly to any area of particular difficulty, and to develop an effective strategy to meet these needs, with good use of individual education plans. The teacher must work together with other agencies to provide the best learning opportunities for individual children.

Learning Environment

The Early Years teacher must ensure a stimulating, attractive and pleasant environment for the children. She must ensure that children's work is displayed attractively and appropriately to motivate and encourage their efforts.

She must ensure all wall displays convey the best possible educational image. She must ensure resources and equipment are stored attractively and neatly. She must encourage children to take responsibility for their environment and to teach respect for toys and books, and to encourage them to help tidy up after activities.

The Early Years Teacher must monitor and ensure adequate supplies of educational equipment and resources in consultation with the Nursery Manager/Group Manager.

Parents

The Early Years Teacher must strive to develop loyalty and commitment of parents, and build a relationship of trust with them. She must ensure communication of educational policies and good practice to parents, and make sure they are aware of new developments.

Nursery Manager

The Early Years Teacher must ensure effective communication with the Nursery Manager and Deputy via meetings and support the Manager and Deputy Manager in the efficient and organised administration of Nursery matters.

The Early Years Teacher must use her initiative and take control of the situation with regard to staff and/or children if the Manager or Deputy is unavailable or occupied.

Other Nursery Staff

The Early Years Teacher must provide a good role model for staff; supervise junior members of staff as appropriate and to be conversant with the job descriptions and duties of other members of staff.

Outside Agencies

The Early Years Teacher must work in partnership with outside agencies including SENs, speech therapist, nurses, health visitors, portage workers etc where appropriate.

Training

The Teacher is expected to attend appropriate and regular training courses, especially with regard to EYFS, if applicable. These courses may at times be held out of normal working hours and attendance is expected where reasonable.

Planning and Development

The Early Years Teacher must attend regular meetings with staff and managers (at some times out of hours) and be involved with training of other staff. She must show initiative when considering new policies and ideas.

To cover any other staff responsibilities as appropriate at the request of the Manager, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.





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EARLY YEARS TEACHER - PERSON SPECIFICATION

Essential

Appropriate and relevant qualifications, as set out in the Job Description.

Satisfactory DBS and reference checks

The qualifications, knowledge and skills to deliver a high quality, integrated early education and childcare service in line with the Early Years Foundation Stage.

A demonstrable knowledge of children's development, their needs and the provision of positive play.

The ability to understand and implement Hopscotch policies and procedures.

Relevant skills for working with groups of children aged 0 - 5 years.

The ability to work with parents and outside agencies to ensure the individual learning requirements of all children, including those with particular needs, disabilities or who require additional support.

A commitment to the theory and practice of equal opportunities.

A knowledge of health and safety issues relating to the provision of daycare.

The ability to work on own initiative and supervise other staff members.

The ability to communicate effectively with parents and build a relationship of trust with them.

To possess a high standard of literacy and the ability to write reports as appropriate.

The ability to work as part of and contribute positively to the staff team.

The ability to provide an excellent role model of good practice to all other members of staff

The ability to support the Nursery Management in creating a happy, organised and efficient nursery setting.

The ability and willingness to attend staff meetings, training courses, parents' evenings and social events as appropriate.

Desirable

Current Safeguarding Training

Current First Aid Certificate

