

## Job Description

### Job Details:

**Job Title:** Early Years Teacher (EYT)  
**Reports to:** Management Team

### Job Purpose:

The role of the EYT is to devise and deliver a clear strategy in line with the EYFS to support and prepare children for school. To effectively support the day to day running of the room(s) and to deliver the highest standards of care and education.

To meet the requirements of the EYFS and Statutory Framework at all times.

### Summary of Responsibilities

#### Childcare

- Deliver excellent teaching to children in conjunction with other team members and provide exciting and bespoke learning activities to prepare children for the next stage in their learning
- Ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS
- Ensure Safeguarding/Child Protection Policies and Procedures are implemented and upheld
- Ensure the nursery offers an environment which reflects the cultural diversity of all children
- Participate in monitoring, assessing, recording and reporting on the children's development and progress
- Embrace, understand and promote Little Elms and to understand the role you play as part of the team to provide high levels of care and education.

#### Parent Partnership/Communication

- Attend a minimum of two parents/carers' evenings per year
- Create and maintain successful and professional partnerships with parents/carers
- Liaise with and support parents/carers and other family members
- Ensure effective communication with staff and families through participation in staff meetings, parent's evenings and any further events held by the nursery.

#### Health & Safety

- Comply with health and safety legislation
- Remain aware and observant of all health and safety issues in the nursery and where possible reducing the risk of an accident occurring through preventative actions
- Maintain the highest standards of cleanliness/tidiness within the nursery
- Carry out health and safety checks as outlined within Company Policies and Procedures
- Be aware of the outcome of risk assessments and fully implementing the specified controls
- Ensuring that all policies and procedures relating to Health and safety are adhered to and implemented daily

#### Performance requirements

- To reinforce Company policy and procedures at all times and deal with any breaches swiftly and in an appropriate manner
- Promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy
- To be part of a team that provides a purposeful, stimulating environment that is rich in learning

opportunities, both indoors and outdoors. Activities should take into account children's abilities, interests, language and cultural backgrounds

- To be flexible within working practise of the nursery and be prepared to help where needed; including undertaking domestic jobs within the nursery e.g. Preparation of snacks, cleaning on equipment, putting bins out etc
- To attend out of working hours activities, e.g. training, staff meetings, nursery fun days and open days, parents evening

## Selection Criteria

### Knowledge, Skills & Experience

- Relevant Early Years Teacher Qualification / Status
- Proven numerical and computer literacy skills
- Excellent communication and listening skills
- A working knowledge of health and safety within a childcare environment, how to risk assess and take action to reduce potential for accidents/injury
- A clear understanding of the EYFS and how it should be used to support children's development
- Ability to use own initiative, achieving desired outcomes with little supervision/direction
- The ability to inspire and enthuse young children
- Energy, resourcefulness, responsibility, patience and a caring nature

### Person Specification

- Advanced communication skills are essential, both verbal and written.
- Strong organisational skills are desired, along with the ability to manage own workload with limited supervision
- Interpersonal skills are essential, with the ability to build effective relationships with staff and parents
- Ability to cope with change in a fast-paced environment
- Ability to work under pressure and with ever changing priorities

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.