



JOB DESCRIPTION

Foundation Stage Teacher

Job Title:	Foundation Stage Teacher
Salary:	M2 to M6
Responsible to:	Headteacher
Job Purpose:	To play a role in the development of the school in securing outstanding teaching and learning for pupils in Foundation Stage.

A Planning

- 1) To work closely with the Head Teacher and colleagues in the planning and implementation of the School's Improvement Plan.
- 2) To implement and develop the School's curriculum through collaborative planning, in-service training and staff development, with particular reference to the age group with whom they are working.
- 3) To plan over the long, medium and short term the learning development of the particular group of children for which the teacher is responsible.
- 4) To plan the allocation and use of resources in the classroom as appropriate to the age, and level of ability of the children.
- 5) To plan the working environment of the teaching area, including furniture layout, resource area and displays.

B Allocation

- 1) To allocate work to the children appropriate to their age, interest, aptitude and ability.
- 2) To allocate appropriate resources to the children in order that they can carry out their work.
- 3) To allocate suitable storage to enable children to access resources efficiently.
- 4) To allocate appropriate time to preparation, implementation, checking and marking of children's work.



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- 5) To maintain a balance between professional and statutory duties as outlined in the time budget.
- 6) To allocate tasks to parents, students on work experience and other helpers
- 7) To provide exemplary and outstanding classroom practices.

C Monitoring and Evaluation

- 1) To effectively monitor and evaluate the work and activities of the children, individually, as a group and as a class in line with the school's Assessment Procedures.
- 2) To carry out data analysis from EYFS assessment to inform teaching and learning.
- 3) To monitor and evaluate the use and care of resources used by the children, the teacher and other adults working in the classroom.
- 4) To monitor and evaluate the behaviour of the class and individual children in line with the School's Policy on Behaviour.
- 5) To monitor and evaluate the effectiveness of those jobs/tasks undertaken by students, teaching assistants, other professionals, parents and other helpers in the classroom.
- 6) To ensure that the classroom is organised and tidy and to be aware of any health and safety hazards.

D Communication

- 1) To contribute, where appropriate, to the effectiveness of all communication procedures within the School.
- 2) To share in the exchange of information, ideas and opinions between all staff and children.
- 3) To communicate openly and honestly within parents.
- 4) To liaise with appropriate outside agencies and support services, including other schools, particularly at the transfer stage.
- 5) To communicate, where relevant, with members of the community, including the School Governors.



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E Training

- 1) To attend courses and in-service training events which are appropriate for the teacher's professional development and in line with the School's Improvement Plan and to play an active part in such events.
- 2) To train the children in the routines and tasks of the classroom, encouraging them to take a responsible attitude in maintaining high standards of care and safety in the classroom and School.
- 3) To create a caring attitude amongst the children which fosters co-operation and goodwill within the class and within the School as a whole.

F Motivation

- 1) To see ways and find opportunities to offer praise and encouragement to children and colleagues throughout the School, acknowledging their personal worth.
- 2) To show concern for the welfare and colleagues.
- 3) To help create an atmosphere of enthusiasm and show a willingness to try new ideas.

G Innovation

- 1) To help initiate new ideas into the curriculum and life of the School.
- 2) To actively participate in such initiatives, where appropriate, and not be afraid of having a go!

H Job Specific Duties

- 1) To carry out such duties as are agreed to be appropriate to the nature of the post.