



JOB DESCRIPTION

Job Title:	Early Years Teacher
Hours/Basis:	Full time
Status:	Permanent
Responsible to:	Assistant Head Pre-Prep

As an EYT you will:

- Inspire young minds: Design engaging lessons that spark curiosity and ignite a love for learning across all subjects.
- Nurture individual growth: Provide personalised support, ensuring each child thrives and reaches their unique potential.
- Collaborate and connect: Build strong relationships with children, parents, and colleagues, fostering a supportive and inclusive learning community.
- Embrace innovation: Continuously learn and develop, exploring new teaching methods and embracing technology to enhance learning experiences.
- Uphold our values: Embody our core principles of:
 - **Hard work & fun:** Dedicate yourself to excellence while fostering a joyful learning environment.
 - **Inclusivity:** Foster a welcoming and respectful environment where every individual feels valued and supported.
 - **Critical thinking & compassion:** Nurture curiosity and understanding in young minds.
 - **Creativity & courage:** Encourage self-expression and empower children to try new things.
 - **Reflection & community focus:** Continuously learn and grow, working together for the benefit of all.

Job Purpose

- To help lead the care and education of all the children in the Queen's Minis pre-school year
- To work in compliance with the EYFS, ISI, Ofsted, Safeguarding, and Health and Safety regulations in line with the Queens College and EYFS policies and procedure

- To be proactive in maintaining and providing appropriate and safe resources and equipment that will support the children's welfare and development
- Work in partnership with parents, carers, staff and a variety of internal and external multi agency services and professionals
- Support the vision of the Queens College ethos
- To help plan and implement appropriate programmes of activity and high quality care
- Contribute to the collaborative working of the Queen's Minis staff team
- To assist in the day to day operational and administration procedures of Queen's Minis.

General Responsibilities

- To support the aims, Christian Values and ethos of Queen's College
- To share and actively contribute to the well-being of all the Nursery-aged children
- To undertake Nursery duties and be flexible in regard to working in different rooms as and when required
- To be proactive in delivering and maintaining a Nursery environment that is safe, secure and happy, ensuring adequate supervision at all times.
- To respect and maintain confidentiality
- To comply with the policies and procedures of Queen's College, the requirements as set out by Ofsted, ISI and the EYFS, the Children's Act, Safeguarding code of conduct, and all health and safety legislation

Main Duties

- To ensure the required standards, ratios and conditions of registration are upheld
- To be proactive in maintaining health and safety requirements and standards
- Actively promote and support the safeguarding of children across the Queen's Nursery phase
- To monitor and record accidents and incidents, reporting as appropriate
- To be aware of emergency and security procedures, ensuring that they are followed at all times.
- Maintain a safe, clean, tidy, hygienic and organised room, ensuring that the environment has a welcoming and caring attitude.
- Use systems (IT and paperwork based) to assess, monitor and develop the children's individual progress
- Make a positive contribution to the success of Queen's Minis by participating in mentoring systems and staff CPD
- Support daily registration procedures for children within their designated rooms and ensure that handovers are effectively and sensitively handled
- Support the nutritional needs of all the children attending the Nursery
- Participate in the supervision of children on visits, trips and offsite nursery activities.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: July 2024

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION

Essential Qualifications/Experience/Skills

Qualifications/Experience

- Level 3 Early Years qualification or similar
- Experience of working with young children under 5 years.
- Experience of working in partnership with parents, carers and as part of a team of staff.

Skills/Abilities

- An understanding of play and child development and the ability to meet the needs of individual children.
- Ability to communicate effectively and sensitively with parents and young children.
- Aware of the importance of communicating effectively and sensitively with parents and young children.
- Ability to take instruction from a senior or more experienced member of staff
- Possess a good level of oral and written English language

Personal/professional qualities

- Approachable, cheerful and helpful disposition
- Enthusiastic and energetic
- Sense of Humour
- Patient and reliable
- Professional and presentable for role.

Desirable Qualifications/Experience/Skills

Qualifications/Experience

- Current Paediatric First Aid Training
- Current Food hygiene Qualification
- Current Introduction to Child Protection training.
- Experience of working in an Early Years setting with children under 3 years.

Skills/Abilities

- Ability to use initiative within the requirements of the role
- Computer literate
- Good organisational skills