

# Job Description: Early Years Foundation Stage (EYFS) Teacher



**Reports To:** Headteacher

**Salary/Scale:** Main Pay Scale (MPS)

## Job Purpose

To deliver high-quality, inspiring, and inclusive education and care to children in the Early Years Foundation Stage. You will create a vibrant, safe, and enabling environment where children feel secure, loved, and motivated to learn through play. As an EYFS Teacher, you will foster the physical, emotional, and cognitive development of every child while building strong, collaborative partnerships with parents, carers, and the wider school community.

## Key Responsibilities

### 1. Teaching, Learning, and Curriculum Delivery

- Plan, prepare, and deliver a rich, play-based curriculum that fully aligns with the **EYFS Statutory Framework**.
- Promote the **Characteristics of Effective Learning** by designing adult-led activities and enabling child-initiated play.
- Create an immersive, stimulating, and safe indoor and outdoor learning environment that sparks curiosity and independent exploration.
- Deliver high-quality, systematic synthetic phonics, early literacy, and early numeracy sessions tailored to the developmental stages of the children.
- Differentiate learning activities to support all children, including those with **SEND, EAL**, or those requiring stretch and challenge.

### 2. Assessment and Progress Tracking

- Conduct regular, high-quality observations to assess children's learning "in the moment" and accurately map their development.
- Maintain up-to-date digital learning journeys and progress trackers to document milestones and achievements.
- Use formative assessment data to identify learning gaps and implement timely, nurturing interventions.
- Prepare accurate transition reports for parents and Key Stage 1 teachers to ensure seamless educational continuity.

### **3. Pastoral Care, Behavior, and Safeguarding**

- Maintain an absolute commitment to **safeguarding and child protection**, strictly adhering to school policies and reporting procedures.
- Foster a warm, supportive classroom culture using positive behavior strategies, co-regulation, and emotional literacy.
- Support children with daily routines, transitions, and personal care (including hygiene and independence skills) with dignity and respect.
- Ensure the physical safety and emotional well-being of all children in the setting at all times.

### **4. Teamwork and Collaboration**

- Lead, inspire, and manage classroom teaching assistants and Early Years practitioners, ensuring a cohesive and unified approach to daily practice.
- Work collaboratively with the Early Years Lead, SENDCo, and external professionals (e.g., speech and language therapists) to support individual child needs.
- Actively participate in staff meetings, professional development days, and whole-school community events.

### **5. Parental Engagement**

- Build open, trusting, and respectful relationships with parents and carers from day one.
- Communicate regularly with families regarding their child's progress, well-being, and daily achievements through face-to-face updates and digital platforms.
- Host parental workshops and consultations to share strategies for supporting learning and development at home.

### **Professional Standards and Expectations**

- Maintain a professional, positive, and resilient attitude, acting as a role model for children and colleagues alike.
- Commit to ongoing professional development and reflective practice, proactively seeking out ways to improve teaching standards.
- Fulfill all wider professional responsibilities as outlined in the national Teachers' Standards.