

LEICESTER ISLAMIC ACADEMY

JOB DESCRIPTION – EYFS Teacher / Practitioner / ECT

Our Mission Statement

Leicester Islamic Academy is an Islamic school and educational centre for the Muslim community. The very foundation of the school is based on the Qu'ran and traditions (Sunnah) of the Holy Prophet Muhammad (pbuh). The school sees each pupil as being of equal worth and deserving of the school's best efforts. The school is committed to excellence. All its members will be encouraged to realise their full potential and worth in order to take their place as responsible and contributing members of the wider society.

Position: EYFS Teacher / Practitioner / ECT

Reporting to: Head teacher

Main Purpose: Plan and deliver the teaching of the Early Years Foundation Stage in line with the Primary National Curriculum and EYFS Framework.

Regularly assess and report on pupils' progress in line with Department for Education and the school's policies and procedures.

The Appointment

The successful candidate must be a hardworking professional committed to the delivery of excellent teaching to secure the best possible outcomes for pupils. She/he will undertake thorough lesson planning, enthusiastic delivery of teaching and vigilant assessment, recording and reporting of pupils' progress and achievement.

The post requires someone who is passionate about working with young children, and is able to develop and hold the trust and confidence of their parents. The candidate will be a person who values (and is skilled at) working as part of a collaborative team. They should possess outstanding organisational skills and be IT literate to a level which will allow them to fulfil all the statutory assessment, administrative and communication tasks associated with this role.

Responsibilities

Teaching

The teacher will:

- keep up-to-date with current pedagogy and statutory government requirements pertaining to the EYFS

- plan lessons carefully with regard to the safety and well-being of pupils;
- teach and administer classes so as to maximise the learning opportunities provided for each pupil within those classes, including regularly setting and marking pupils' work and organizing outside trips and visitors to the school to support and enhance pupils' learning;
- prepare in advance and keep records of programmes of study which should include long, medium and short term plans, having knowledge of the policy documents currently in place in the school;
- participate in arrangements for further training and professional development as required;
- maintain good order and discipline amongst all pupils in the school, safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- arrive promptly for the school day and scheduled lessons;
- undertake the teaching and or supervision of pupils whose teacher is not available to teach them. The amount and frequency of cover teaching expected will be reasonable;
- be computer literate to a level which will allow him or her to effectively carry out the administrative and reporting aspects of the role;
- support and contribute to the performances and assemblies, which take place periodically throughout the school year.

Pastoral

The teacher will:

- have regard for the general well-being of all pupils in the school, but particularly for those in their class;
- have regard for the special educational and health needs of individual pupils, following advice from the SENCO and/or the Head Teacher;
- support the house system of the school, being a member of a house, participating in and organising house events;
- refer concerns about the performance or behaviour of pupils in the first instance to the Foundation Stage Leader or if considered a serious safeguarding concern, to the DSL;
- communicate regularly with parents on matters relating to the educational development of their child. This includes attendance at parents' consultations, which may be held during the school day or in the evening.
- undertake supervision duties in accordance with the rotas published in the School.

Health and Safety

The teacher will:

- be aware of, and observe School policies on Health and Safety requirements as set out in the relevant policy documents.
- be aware of current KCSIE reporting guidance and statutory frameworks with particular reference to children under five.

Induction, In-Service Training and Review

The teacher will:

- identify their own training needs, in consultation the Head Teacher;
- share appropriate INSET experience with colleagues;
- take part in the school's programme of lesson observations;
- take part in appropriate performance review procedures;
- ensure that they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.

School

The teacher will:

- attend and contribute to staff meetings and parents' meetings;
- attend all school events taking place within the normal function of the school day;
- conform to the dress and behaviour code for staff at the school;
- develop and maintain productive professional relationships with all staff, parents and the local community;

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

From time to time the needs of the school will inevitably change. As a member of the team, the successful candidate must be prepared to change areas of responsibility, re-negotiate his/her personal job description with the Head Teacher to allow for the development of the school and his/her own professional and personal development. The job description may be amended at any time, after discussion, but in any case, will be reviewed annually.

Job Type: EYFS Teacher / Practitioner / ECT

Work Location: In person

Expected start date: As soon as possible