**Job description: EYFS Teacher **

**Little Hands Montessori, St Winefride’s Parish Hall, Bridges Road, London SW191EN**

Job title: EYFS Coordinator /Key Worker

Responsible to: Manager

Purpose To work as a key person and as part of the pre-school team under the direction of the manager, providing .high quality education consisting of both EYFS and Montessori. care meeting the individual needs of children attending the setting.

**Safeguarding requirement:** Little Hands Montessori is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Mainduties**

1. To devise the medium and short term planning of the curriculum for the project activities using the Early Years Foundation Stage (EYFS) for guidance. To coordinate the team’s input of ideas into a tangible plan and liaise with management to ensure the smooth operation of the activities.
2. To prepare and execute age appropriate activities for the children focusing on their needs of the respective EYFS areas.
3. To help to set up for the daily programme and to help tidy away at the end of the session.
4. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child’s needs are recognised and met.
5. To work in partnership with staff, management, parents/carers and other family members.
6. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
7. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
8. To teach children using the Montessori Method and EYFS, offering an appropriate level of support and stimulating playexperiences.
9. To ensure that children are kept safe and that you understand when to follow child protection procedures.
10. To support meal times within the setting ensuring hygiene and health standards are maintained.
11. To actively participate at team meetings, supervision meetings and appraisal meetings.
12. To attend training courses as required and to take responsibility for personal development.
13. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
14. To be aware of and adhere to all the setting’s operational policies and procedures ,e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
15. To maintain the required paperwork and online observations and ensure that reports are completed regularly.
16. To promote the setting to current parents and potential customers.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essentialcriteria*

1. Willingness to learn and undertake further training when advised.
2. A Montessori Diploma and/or a Level 2 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 3 qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of safeguarding and child protection procedures.
7. Good oral and written communication skills.
8. An understanding of play-based approaches to children’s learning and development.
9. A commitment to continuously promote a culture of safeguarding.
10. Acommitmentto equal opportunities.
11. Acommitmentto workingeffectivelywith youngchildren and families.
12. Afriendlyand flexible approach at work which facilitatesthe development ofeffectiverelationships.

*Desirable criteria*

1. Level 3 or beyond early years education and childcare qualification or equivalent,and a commitment to progressing further.
2. Current First Aid at Work qualification.

**This post is exempt from the Rehabilitation of Offenders Act (1974 )and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**