



CLASS TEACHER (EARLY YEARS)

Comet Nursery School and Children's Centre are a busy, vibrant and diverse school and children's centre in the heart of Hoxton. We are an inclusive setting and our learning environment is well resourced. We value the principals of early education and developing children's learning through open ended meaningful play. We are looking to appoint an Early Years Teacher who can demonstrate:

- Energy and enthusiasm
- Excellent team working skills
- A commitment to continuous school improvement
- A commitment to continuous professional development
- An exemplary classroom teacher having high expectations with regard to standards and behaviour.
- Creativity in their approach to children's learning.

The post is to start in September 2025. Visits to the school are encouraged and can be arranged by calling the school office.

Closing Date:
Tuesday 4th February 2025 at 12pm

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk
www.cometnurseryandcc.co.uk



Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- Well-being day
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support you development through taking on projects and areas of expertise.

Who we are looking for

We are looking to appoint a Class Teacher who can demonstrate:

- Energy and enthusiasm
- Excellent team working skills
- A commitment to continuous school improvement
- A commitment to continuous professional development
- An exemplary classroom teacher having high expectations with regard to standards and behaviour.
- Creativity in their approach to children's learning.





Job Description

Post Title: Class Teacher (Early Years)

Grade: MPS – This post is open to ECTs

Responsible to the Head Teacher

The appointment is subject to the current School Teachers' Pay and Conditions Document (STCPD) and other current legislation.

This job description includes references to:

- Leading and developing the learning outcomes for all children
- Leading the class team
- Leading and developing a curricular area of learning
- Leading areas of learning as outlined in our School and Children Centre Development Plan (SCCDP)
- Modelling and developing outstanding practice across the school
- Assessing, planning and keeping all records of children's learning up to date

General description of the post

The holder of this post is expected to carry out the professional duties of a main scale teacher. The post-holder is required to fully support the vision, values and policies of the school.

Values and behaviour

As a teacher you will make the education and progress of the children at Comet a priority and are accountable for achieving the highest possible standards. You will act with honesty and integrity; have strong subject knowledge, keep your knowledge and skills up-to-date and are reflective in your practice. You will develop positive professional relationships with children and their families.

Personal and professional conduct

As a teacher you are expected to demonstrate consistently high standards of personal and professional conduct. This includes treating children and their families with respect, building relationships whilst respecting the rights of others. You will also have regard for the need to safeguard children's well-being, in accordance with statutory provisions. Teachers must have professional regard for the ethos, policies and practices at Comet and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Responsibilities

- The post-holder is accountable to their line manager in all matters
- The appraisal process is followed for determining the performance of a teacher



Key Duties

Planning and Assessment

- To have a clear in-depth knowledge about the Early Years Foundation Curriculum and other related early years documents to effectively support and extend children's learning.
- To lead in the provision, progress and analysis of the children within your class.
- To recognise and develop stimulating learning experiences as key strategies in supporting children's learning.
- To use a range of assessment procedures and systematically review the progress of the children. This will include setting clear and challenging next steps that build on prior learning for individual children.
- Assessing how well learning intentions have been achieved and using this information to enhance further challenging learning experiences.
- To have regard to the Special Needs Code of Practice in ensuring the needs of children with special educational needs are identified and met.
- To support children with special educational needs by contributing to support plans, reviews, case conferences and working in co-operation with other agencies.
- Creating an inclusive, well ordered and secure learning environment that will ensure the educational well-being of individual children within the group.
- Ensuring that the curriculum is adapted so that tasks and activities are matched to the ability of the children, therefore allowing them to make progress at the appropriate pace and level.

Managing learning: staffing and partnerships with parents/carers

- To support and encourage support staff in the planning and delivery of a high quality and challenging learning experiences.
- To model outstanding practice with attention to details and taking into account the individual needs of children.
- To establish close parental links while also developing and maintaining positive relationships with parents/carers and encourage the importance of home learning.
- To work with other settings in a variety of ways and support the transition process to primary schools.
- Supporting a team commitment through collaborative work.

Contribute to strategic development

- To contribute in writing the Self Evaluation Form (SEF) and School and Children's Centre Development Plan (SCCDP) on an annual basis.



- To lead on areas of the SCCDP while also making suggestions to whole school development.
- To lead in developing the learning environment so that it reflects a high quality, challenging and stimulating learning opportunities.
- To attend all INSET days and lead where required.
- To provide information to governors on the work of the school where appropriate.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school and children's centre.
- Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.

Other Responsibilities

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school and children's centre.

Key Organisational Objectives

The post holder will contribute to the school and children's centre objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's equal opportunities framework
- Commitment to the agreed Comet Staff Values

Special Conditions of Service

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and /or Committee Meetings, parent meetings etc.) with due notice.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

This post allows substantial access to children therefore candidates are required to have an enhanced DBS check.

Equal Opportunity

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



Person Specification

Post Title: Class Teacher (Early Years)

Qualifications	Essential	Desirable
Educated to degree level/post graduate	/	
Qualified teacher status (QTS)	/	
Experience		
Will have had experience of teaching in a diverse inner city environment		/
Must have experience of working within the Early Years Foundation Stage	/	
Professional Knowledge and Understanding		
A sound knowledge and understanding of the Early Years Foundation Stage	/	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings	/	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the Child Protection Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equalities Policy 	/	
Understands what constitutes good practice and support for EAL learners	/	
Knowledge of effective strategies to include, and meet the needs of, all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND	/	
Familiarity with writing and delivering effective Individual Support Plans for pupils with SEND		/
Professional Skills and Abilities		
An exemplary classroom teacher willing and able to lead teaching and learning in a Foundation Stage class	/	
Sound ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance learning and teaching	/	
Must be able to plan sessions/activities for all the pupils, setting clear learning intentions and differentiated tasks	/	
Must be able to keep records of pupil progress in line with school policy	/	
Must be able to use assessments of pupils learning to inform future planning	/	
Ability to plan and work collaboratively with colleagues	/	

Personal Qualities		
Must be willing to and enjoy engaging with parents in order to encourage their close involvement in the education of their children	/	
A flexible approach to work and enjoy being a good team member	/	
Must have good communication skills both orally and written	/	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	/	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	/	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	/	
Willingness to, and ability to, contribute to whole school INSET	/	
Openness and willingness to address and discuss relevant issues, as well as with an ability to inspire and challenge others	/	
To employ equal opportunities in all aspects of the role and around the workplace in line with policy	/	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	/	
Must commit to Comet's vision and values.	/	