



Solefield School

EYFS Teacher – Reception **Job Description & Person Specification** **From September 2026**

Job Title: Teacher – Reception

Location: Solefield School, Sevenoaks

Contract Type: Term Time only from September 2026. Full-time, permanent

Salary: Solefield operates its own competitive salary, with full time teaching salaries ranging from £34,680-£51,720 based on experience.

About Us

Solefield School is an academic day preparatory school for around 200 children aged 3 to 13 years, founded in 1948, in the heart of Sevenoaks. Our small classes and exceptional individual care enable us to bring the most out of each and every child, no matter where their talents or interests lie. Solefield School is part of the Sevenoaks Family of Schools.

Objective

The role of the Reception will be responsible for all areas of the relevant curricula, ideally also with relevant EYFS qualifications, due to the growth of our EYFS and Pre-Prep. The successful candidate will be an enthusiastic and skilled teacher, planning, preparing and presenting lessons and homework that cater for the needs of the whole ability range within each class

Responsible to the Headmistress and Head of EYFS. The following gives a broad outline of the main requirements of the post:

- Planning and delivering the EYFS curriculum to support all areas of learning and development.
- Providing high-quality adult-led and child-initiated learning experiences suited to children's needs and interests.
- Effectively deploying and supporting classroom assistants and EYFS practitioners to enhance learning and maintain a purposeful environment.
- Providing appropriate challenge for higher-attaining and rapidly developing learners.
- Working with the Head of Learning Development to identify additional needs and implement support.
- Supporting children during Swimming, Forest School and enrichment activities, ensuring safety and wellbeing.
- Observing and assessing children's progress using Tapestry, contributing to learning journeys and planning.
- Meeting all EYFS and school requirements for assessment, record-keeping and tracking development.
- Modelling high standards of behaviour, punctuality, care and enthusiasm.
- Providing feedback to parents on pupils' progress at parents' evenings and other (often less formal) meetings, and in reports as required.
- Keeping up to date with EYFS developments, best practice and school policies.
- Carrying out playground, lunch and cover duties with a high standard of care.

- Working collaboratively with the EYFS team and wider staff to maintain a positive, flexible environment.
- Leading age-appropriate class assemblies or events when required.

Also:

- To attend INSET, twilight and staff meetings as required / appropriate.
- To run a club(s) to support the extra-curricular provision of the school
- Undertake any other tasks or duties that the Headmistress may reasonably assign.

Person Specification:

Essential:

- A degree or similar relevant teaching qualification
- A caring, professional, enthusiastic, versatile, team player
- Excellent communication skills with pupils, colleagues and parents
- A confident, warm and welcoming manner
- Strong organisational skills.
- Ability to work collaboratively within a team environment.

Desirable:

- Experience in a similar role within a school setting.
- Experience in teaching classroom-based subjects to EYFS, KS1.
- Understanding of safeguarding and health & safety in a school environment.
- Experience of First Aid

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- General welfare and care
- Break duties

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. Please refer to the Solefield School [website](http://www.solefieldschool.org) for our Recruitment Policy and Safeguarding and Child Protection Policy: www.solefieldschool.org

Helen McClure, Headmistress
February 2026