

# EASTCHURCH PRIMARY SCHOOL EYFS LEADER JOB DESCRIPTION (WITH RESPONSIBILITY FOR LITTLE WANDLE PHONICS)

## Grade: Teachers Pay and Conditions

Current Teacher Salary Plus TLR2

## Responsible to: The Headteacher and The Governing Body

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document. Teachers are to meet the expectations set out in the teacher’s standards documents.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

## Job Purpose: EYFS Leader and Class Teacher (With Responsibility for Little Wandle Phonics)

* To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
* To carry out professional duties and to have responsibility for a class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
* To promote the aims and objectives of the school and maintain its philosophy of education

## Main duties and Responsibilities: EYFS Leader (With Responsibility for Little Wandle Phonics)

This Leadership Role includes:

* Leadership of the onsite Nursery
* Leadership of the Reception class
* Leading the Little Wandle Phonics Program

*Lead, manage and develop Early Years Foundation Stage and Phonics:*

* To assist the Headteacher and SLT through management of the school, promoting the well-being of staff and pupils, by being an exemplar role model, committed to the vision of the school.
* To provide strategic leadership for the development of the Early Years Foundation Stage and Phonics throughout the school in line with its values and ethos.
* To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
* To lead the appraisal process for all staff in the Early Years and Foundation Stage. (Including Nursery)
* To develop and monitor schemes of work for the Early Years Foundation Stage and Phonics and to ensure successful implementation which meets curriculum requirements.
* To have an overview of and contribute to the planning and delivery of continuous professional development and training needs in the Early Years and Foundation Stage and with Phonics.
* To develop strategies for the use of new teaching methods and improve learning throughout the Early Years Foundation Stage and monitor effectiveness in raising standards of teaching learning.
* To ensure adherence and fidelity to the Little Wandle Phonics Program.
* To monitor and evaluate pupil progress in the Early Years and Foundation Stage and with Phonics across the school including monitoring the impact of phonics interventions.
* Ability to regularly meet and exceed deadlines as set by senior leadership.

*Impact on the educational progress of all the Early Years Foundation Stage Pupils and all pupils taught Phonics.*

* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils in Early Years Foundation Stage.
* To monitor and evaluate pupil progress and achievements against targets.
* To lead evaluation strategies to contribute to overall school self-evaluation
* To undertake lesson observations and provide constructive feedback and support as appropriate
* To implement school quality procedures and to ensure adherence across the school.

*Leading, developing and enhancing the teaching practice of other staff.*

* To ensure the establishment of common standards of practice across Early Years Foundation Stage and with the Little Wandle Phonics Program and develop the effectiveness of teaching and learning styles.
* To plan and implement strategies to improve teaching where needs are identified.
* To provide induction, support and monitoring of new staff.
* To act as a role model of good practice for other teachers, modelling effective strategies with them.
* To ensure staff development needs are identified and suitable programmes designed to meet these needs.
* To liaise with English Leader to ensure smooth transition in the teaching and learning of Reading
* To liaise with Nursery and Year 1 teachers to ensure smooth transition between classes.
* To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To liaise with trust representative (Lorraine Bondzie-Mensah) about budget for the EYFS and Phonics to ensure value for money.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

## Main Duties and Responsibilities (Class Teacher)

* Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning
* Plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects
* Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations, including regulating setting targets to ensure all learners achieve their potential
* Adhere to all the school’s policies and procedures and ensure they are reflected in daily practice.
* Maintain good order and discipline among the pupils, safeguarding their health and safety
* Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
* Plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning
* Maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress, analyse & interpret relevant school, local and national data
* Maintain and develop class resources, coordinate their deployment and monitor their effectiveness in meeting class objectives
* Prepare appropriate records for the transfer of pupils
* Ensure effective use of support staff within the classroom, including parent helpers
* Participate in staff meetings, INSET and CPD
* Lead the development and co-ordination of a particular area of the curriculum
* Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional
* To liaise with outside agencies when appropriate
* To continue professional development and act on advice and feedback
* Meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
* Support the Headteacher in promoting the ethos of the school
* Promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote equality as an integral part of the role and to treat everyone with fairness and dignity
* Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.
* Adhere to school policies and any school-specific procedures / rules that apply to this role.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Achieve constructive working relationships with all staff
* Promote learners’ self control, independence and cooperation through developing their social emotional and behavioural skills
* Cover playground duty and lunchtime discipline duty as required by SLT

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

Signed……………………………………………………………………………. Date: ……..............................................................