Job Title: EYFS Phase Leader

Responsible to: Headteacher   
Responsible for: The education and social development of the individual children who form the class or group allocation for each year, according to the aims and ethos of the school as defined in the Vision Statement, Aims of the school, Curriculum Statement and School Prospectus.

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post requires you to teach pupils in the age range 4-6. It is your responsibility to promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with. These duties are expected to be exercised and completed in accordance with school policy:

* Provide a stimulating environment that promotes enquiry, activity and sustained learning.
* Provide a calm atmosphere where children are secure.
* Promote a high standard of care and behaviour from the children within the class and across the school.
* Plan children’s learning according to their needs.
* Set long-term aims and short-term goals when planning for the class or specific groups based on high expectations and achievement for every child.
* Assess, record and report on children’s progress.
* Form positive relationships with parents and pupils.
* Participate in professional discussion with an awareness of current educational issues.
* Contribute to good staff relationships - teachers, support staff and governors.
* Observe the letter and spirit of the school’s equal opportunities policy in all aspects of day to day duties relating to staff, pupils’ members of the public and other agencies.
* To promote the ethos and values of Tiger Primary School
* To promote the benefits of a Growth Mindset, encouraging children to develop this.
* Participate in professional development opportunities.
* Be conversant with the school’s safeguarding procedures.
* To promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

In addition, the following particular duties are required to be exercised and completed in an effective manner.

* The effective educational and social development of the individual children which form the class allocated for each academic year as well as other children when appropriate. This will be within the framework provided by the Governing Body and Future Schools Academies Trust, with regard to all statutory requirements.
* Responsibility for leading a curriculum team

EYFS Key Stage Leader:

* To promote a positive and professional leadership role as part of the Leadership Team.
* To work with the Head Teacher to ensure that all areas of the curriculum are in line with the school and the EYFS Framework and that all children have access to a broad and balanced curriculum.
* Ensure continuity, progression and high standards in all areas of the Foundation Stage.
* To keep fully up to date with national, local and school requirements for the teaching of EYFS and attend relevant training.
* To ensure a smooth transition for children joining Tiger Primary School and those moving into Key Stage 1
* To work closely with our onsite Nursery, ensuring best practice for all children
* To lead meetings with teaching and non-teaching staff to ensure all subjects are being taught in line with the EYFS curriculum.
* To offer support and guidance to staff on EYFS related matters.
* To promote positive behaviour across EYFS including providing support at lunchtimes if required.
* To ensure early identification and effective support for pupils with SEND in the EYFS including liaising with outside agencies and the school SENCO to ensure appropriate provision and use of resources.
* To work with Subject Leaders, as necessary, to develop specific areas of EYFS.
* To know attainment and achievement of all pupils within the key stage.
* Liaise with the Key Stage Leadership Team with regard to curriculum continuity and pupil readiness for Year 1.
* To work with the Head Teacher to ensure the accurate collection of pupil data within specific timescales including testing, teacher assessment and individual pupil profiling.
* To use the school’s procedures for pupil assessment.
* To share analysis data with EYFS phase group.
* As part of the Leadership Team, use data to identify trends in pupil performance e.g. gender, ethnicity etc.
* Lead staff consultation groups and staff meetings to report on progress within EYFS.
* To report to the Governing Body as required.
* Contribute actively to leading school improvement.
* To develop Phase group through coaching and mentoring.
* To support all Phase colleagues in working in partnership with parents.
* To support Phase colleagues in effective behaviour management strategies.

Curriculum Subject Leader (Phonics and Early Reading)

* Lead the development and monitoring of specific Areas of Learning.
* Developing familiarity and expertise in the subjects within the Area of Learning
* In partnership produce a subject leadership team action plan
* Updating and revising polices and plans
* Monitoring learning and teaching within the specified Area of Learning
* Monitoring planning of the Area of Learning within other subject areas
* Undertaking work scrutiny of pupil’s learning within the Area of Learning and keeping samples of work reflecting achievement at different levels and showing a range of achievement
* Moderating and analysing the standards of pupils work within the Area of Learning.
* Taking an active role in school improvement
* Attending training as necessary and advising how recommendations may be put in place at this school
* Maintaining resources in good order and producing a plan for future spending and making purchases

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher This job description does not form part of the contract of employment. It describes the way the EYFS Phase Leader is expected and required to perform and complete the particular duties set out above.