

EYFS Teacher and Lead Job Description

Reporting to: Head of School

Job Purpose

The EYFS Leader is responsible for providing leadership and management of the school's curriculum within their phase as part of the Leadership Team, ensuring delivery of high-quality teaching and effective use of resources. You will work to improve learning standards and achievement for all pupils, while also carrying out duties as a classroom teacher.

As the EYFS Leader, you will contribute to whole-school self-evaluation and school improvement planning and be responsible for mentoring and developing staff within the EYFS. You will offer guidance and support to phase teaching staff, modelling best practices, and showing up-to-date knowledge of current theory and practice.

The EYFS Leader is expected to fulfil the responsibilities of a class teacher, as set out in the School Teachers' Pay and Conditions Document, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Specific Responsibilities

Leadership and Management:

You will support as part of the Leadership Team by:

- Providing strong and aspirational leadership for your phase, taking action to ensure high quality teaching and learning is in place for all pupils and setting high standards in personal classroom practice.
- Contributing to the good reputation of the school and upholding the school's ethos and core values.
- Having relentlessly high expectations, taking action which contributes to raising standards for all pupils.
- Adopting a strong, caring and flexible style in order to influence and motivate staff and pupils within your phase, with consideration for staff wellbeing and workload.
- Working proactively with your phase and the Leadership Team to create open, trusting working relationships that draw upon knowledge and expertise; supporting your phase to implement best practice, and acknowledging and celebrating success, valuing each member of the team.
- Leading colleagues and pupils in your phase by example, ensuring the modelling of high expectations of personal conduct and appearance of all pupils in the school.
- Fostering an environment of open-mindedness, fairness, and harmony across your phase.
- Modelling and fostering drive and ambition for pupils and staff in your phase.
- Establishing effective working relationships with all professional colleagues and stakeholders, including families, the local community and outside agencies concerned with pupils' education and welfare.
- Being responsible and accountable for action planning, contributing to the school development plan.

- Leading a core subject and/or key area of education, providing specialist curriculum expertise in your subject to drive whole school improvement.
- Develop and implement partnerships to support your phase's curriculum and personal development activities which enrich pupils' personal development and engagement with the wider community.
- Supporting the Leadership Team in establishing a culture and expectation of outstanding behaviour in and around the school, following processes in the Relationships Policy and supporting contact with families within your phase as necessary.
- Ensuring safeguarding practices are effective and robust, challenging and reporting as necessary.
- Taking an active role in the performance management of teachers and/or support staff, delivering the school's performance management processes effectively to provide a positive framework for support staff development and achievement.
- Ensuring that an effective staff development programme is designed and implemented, identifying needs and supporting the continuing professional development of staff in your phase and across the school, delivering CPD as appropriate.
- In conjunction with all staff, organising activities/processes that encourage team development.
- Engaging with the governing body as necessary.
- Participating in the formulation and execution of school policies; providing overt support to staff to enable them to effectively implement the policies of the school.
- Having a full understanding of the expectations of the EYFS curriculum, government documentation that relates to this stage of education and guidance outlined in the Education Inspection Framework.

Teaching and Learning:

- Developing and ensuring delivery of a robust, progressive, and evidence-based curriculum for your phase that will engage all pupils, leading to strong outcomes for all.
- Working in conjunction with the Key Stage 1 Phase Leader to provide an integrated, progressive, and coherent approach to teaching and learning across the school.
- Ensuring that a broad and balanced curriculum is delivered by all, supporting the monitoring of coverage in your phase, and acting as necessary to ensure school expectations are met.
- Evaluating the design and delivery of the curriculum, including assessment against end points, working with the Leadership Team to continuously strive for improvement.
- Effectively monitoring and evaluating teaching and learning in your phase, taking action to address issues, and supporting colleagues as necessary.
- Ensuring and supporting effective assessment, recording and reporting of pupil progress and attainment by staff in your phase.
- Setting realistic and aspirational attainment and progress targets alongside class teachers for all pupils in your phase in conjunction with the Leadership Team.
- Monitoring, analysing pupil data within your phase, taking timely steps to address barriers to pupils achieving or exceeding agreed attainment targets for your phase to enable continuous evaluation of progress.

- Supporting teachers in identifying pupils in need of intervention or support and ensuring intervention is impactful.
- Reporting analysis of pupil outcomes to the Leadership Team, governors, and parents as necessary.
- Ensuring that physical resources to deliver the curriculum are acquired and are maintained; critically evaluating the quality of teaching resources and acting where necessary in conjunction with the Leadership Team.
- Ensuring learning environments within your phase areas are tidy, well organised and promote independence, meeting the needs of all learners.
- Ensuring your phase has a prompt and structured start to morning and afternoon sessions, overseeing and monitoring the quality and effectiveness of class timetables to ensure learning time is used effectively.

Additional Responsibilities:

- Being a lead person and advocate for our school within the Aletheia Academies Trust, networking with colleagues across all phases and all schools within the Trust and beyond.
- Developing your own professional knowledge and skills by engaging with relevant professional development opportunities and reading, keeping abreast of current educational thinking and research and participating fully in staff development.
- Preparing and presenting reports and other forms of communication as required e.g., to governors, leaders, families, external agencies.
- Distribute information as required to your phase.
- Checking that information related to your phase required by various internal and external bodies is produced within the given time scale and is of excellent quality.
- Attending/leading meetings as necessary, within the constraints of directed time.
- Contributing to the creation of school timetables relating to the organisation of the school day/ events/ learning opportunities within your phase or whole school.
- Taking a lead role in inducting new staff within your phase and making sure they uphold the school's values and standards related to their role.
- Working within agreed budgets for the year and supporting colleagues in your phase in doing so; ensuring that 'best value' principles are applied to all appropriate purchasing decisions.
- Advising the Head of School and Leadership Team of potential additional funding opportunities for your phase and assisting with bidding processes, exploiting business opportunities to improve the resources of your phase where possible.
- Contribute to addressing issues with pupils' attendance and punctuality within your phase in conjunction with the Administration Manager and/or Head of School.
- Leading initiatives which actively engage parents in their children's learning.
- Leading initiatives which engage the wider community.

- Actively promote and have a strong understanding and appreciation of the need for equality, diversity and inclusion in all aspects of school life.
- Ensuring staff within your phase follow appropriate school processes as outlined in the Staff Induction Handbook.
- Promptly informing the Head of School and Premises Officer of any health and safety issues.
- Supporting staff in your phase in the organisation of trips and workshops, ensuring all processes are followed and risk assessments are undertaken to a high standard.
- Assisting the Leadership Team with devising, reading and checking written reports to families prior to distribution.

This job description will be reviewed annually to reflect or anticipate changes in the job, commensurate with the salary, areas of responsibility and generic wider leadership roles. It may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks; it sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Head of School or the incumbent of the post.

Signed: _____

Signed (Head of School): _____

Print name: _____

Print name: _____