

## JOB DESCRIPTION

**TITLE:**  
EYFS Phase leader  
Class based.

**GRADE:** MPS + TLR 2

**HOURS:**  
Full Time

**REPORTS TO:**  
Line Manager/Headteacher

### MAIN PURPOSE OF THE JOB

The education and welfare of a designated EYFS class in accordance with the requirements and conditions of the most recent School Teachers' Pay and Conditions Document and the Professional Standards for Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the wellbeing and behaviour of pupils.

**Specific responsibilities:**

- To have responsibility for a class in EYFS, as outlined in the STPCD, ensuring that the quality of their own class teaching is consistently good or better and all pupil groups make at least good progress across the curriculum.
- To provide professional leadership, management and development of the relevant staff group in order to ensure high quality teaching, effective use of resources and assessment and high standards of learning, behaviour and achievements of all pupils.
- To assist the SLT in the strategic development of the school's priorities.

**Principal Accountabilities:**

- Appraise support and teaching staff.
- Monitor and evaluate pupil progress across EYFS, in order to make a measurable contribution to whole school targets.
- Have an overarching responsibility for pupils' achievement and standards in the EYFS.
- Work in collaboration with senior leaders to ensure consistency of approach and application of agreed school assessments.
- Support, mentor, coach and challenge EYFS teaching and support staff in order that staff feel confident to deliver high quality teaching that secures raised levels of attainment.
- Organise and support EYFS meetings alongside Assistant Headteachers, to ensure that effective communication links throughout the school are clear and well managed.
- Lead by example, provide inspiration and motivation and embody the vision, purpose and shared leadership of the school.
- Advise and inform SLT of relevant issues.
- Oversee and support the development, organisation, assessment and implementation of the curriculum across their Key Stage, evaluating for improvement.
- Provide regular feedback to colleagues in a way that recognises good practice and supports their progress, resulting in a tangible impact on pupil learning (as appraiser to identified staff in the school).
- Ensure that all staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
- Deputise alongside the partner phase leaders in the absence of the Headteacher/Assistant Headteachers to ensure the smooth running of day to day procedures and the continued fostering of good relationships with parents, governors, the community and neighbouring schools.
- Work with subject leaders to understand how their subject is developed at the EYFS.

### **Standards and Quality Assurance**

- To support the aims, ethos and policies of the school.
- To promote collaboration with year groups, phases and key stages and work effectively as part of a team to raise standards and ensure that the education we provide is of the highest quality.
- To know the current legal requirements for EYFS, national and school policies and guidance on the safeguarding and promotion of wellbeing of children and be confident to give advice on the development and wellbeing of children.
- To promote fair and consistent discipline in line with the school policy but demonstrate the knowledge to make effective personalised provision for those who present with emotional/social/emotional behaviours.
- To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.
- To review own teaching and impact on learners' progress, attainment and wellbeing, refining approaches where necessary, and be both open to coaching and mentoring and contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- To participate in staff meetings and be a positive role model to others.
- To respect the confidentiality of records and information regarding pupils, parents and other stakeholders
- To liaise effectively with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.
- Liaise with colleagues and other stakeholders in a flexible and professional manner
- To abide by the Staff Code of Conduct

### **Support for the School**

- To take part in the wider life of the school including extending learning through the running of a subject specialist club or by developing an area of personal interest.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals and all staff.
- Attend and participate in staff and departmental meetings as appropriate.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

*This job description may be amended at any time after discussion with the employee to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.*