

## WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION



<b>Post title:</b>	EYFS Leader
<b>Salary:</b>	TLR 2 (£3214)
<b>Phase:</b>	EYFS Nursery and Year R
<b>Other responsibility:</b>	Area to be agreed
<b>Line Manager:</b>	Headteacher
<b>Appraiser:</b>	Headteacher

This job description outlines the specific responsibilities related to the above and is in addition to the generic Class Teacher job description as outlined in the School Teachers Pay and Conditions document.

### Core Purpose:

- To be part of the Senior Leadership Team and positively support the aims and ethos of the school as identified by the Leadership Team.
- To lead and inspire colleagues and provide professional management and direction, ensuring high quality teaching and learning, aspirational target setting, effective use of assessment for learning, appropriate use of resources and high achievement for all pupils.
- To monitor and evaluate teaching and learning, progress made in achieving targets, use of assessment for learning and use the information gathered to guide further improvements
- To lead development of colleagues through example, team working and mutual support and the organisation of high quality professional development.
- To work closely with colleagues to develop, implement and review policies, practices and action plans which reflect the school's commitment to high achievement.

### Responsibilities:

- To provide an excellent role model for teaching and learning.
- To take responsibility for coordinating and leading developments in the relevant phase and subject.
- To guide and support colleagues in the planning and delivery of the EYFS curriculum.
- To guide and support colleagues to ensure that they are clear about learning outcomes, plan appropriate and relevant learning activities and understand the sequence of teaching and learning.
- To monitor and evaluate planning and teaching and learning and to use this information to identify effective practice and areas for improvement, taking the necessary action to ensure improvement.
- To monitor children's learning regularly for the appropriateness of content, progression and continuity between and within classes, consistency in standards of presentation and learning and use of the school assessment for learning policy.
- To track attainment and ensure that information on pupils' attainment is used effectively to ensure pupils' progress.
- To ensure that ICT is used appropriately in the relevant phase.

- To analyse and interpret National, Local and School data, together with research and inspection evidence, to inform policies, practice, expectations, targets and teaching strategies.
- To keep up to date with developments through attending courses and meetings including undertaking relevant and up to date training relating to the development of management skills.
- To lead INSET workshops and activities and provide advice and support for other members of staff.
- To liaise with other coordinators and Senior Leaders as appropriate.
- To attend meetings as appropriate, relating to the management of the school.
- To consult with advisers, outside agencies and teachers in other schools when necessary, and where appropriate, arrange visits.
- To provide information for Governors, staff and parents where required.
- To play an active role in developing the SEF, School Improvement Plan and any future Ofsted Action Plan.
- To take on the role of coach or mentor to develop the quality of teaching and learning.
- To undertake the Appraisal of other members of staff.
- To ensure adherence to and implementation of school policy, practice and organisation, including the planning of school trips, in the phase for which they are responsible, and effective communication between phases.
- To promote and develop parental involvement through the provision of information and organisation of events.
- To promote and develop links with the wider community.
- Where appropriate to carry out risk assessments and ensure that the working and learning environment is safe and secure.
- To manage the budget allocation efficiently and effectively ensuring that the school has best value from that allocation.
- To establish and maintain systems and routines for transition periods.

**A person appointed to a TLR 2 position, in addition to carrying out their professional duties outlined above, shall have the following responsibilities, under the overall direction of the Headteacher:**

- In the absence of the Headteacher, Deputy Headteachers and other members of the Senior Leadership team, take such responsibility to ensure that the school operates both effectively and safely.
- Ensure school team members are carrying out their roles and responsibilities in relation to all school policies.
- To deal, in the first instance, with behavioural issues reported by school team members.
- Be aware and supportive of the pastoral needs of the staff – both teaching and non-teaching.
- To support school team members at all times
- To keep the Headteacher informed over all issues.