



# Job Description

<b>POST:</b>	EYFS Phase Leader
<b>RESPONSIBLE TO:</b>	Principal
<b>SALARY:</b>	Main Pay Scale + TLR
<b>LOCATION:</b>	Oasis Academy Skinner Street Gillingham
<b>WORKING PATTERN:</b>	Full-time and as described in the School Teacher's Pay and Conditions Document
<b>DISCLOSURE LEVEL:</b>	Enhanced

## **JOB PURPOSE:**

- In conjunction with the Principal and Senior Leadership Team, provide the vision and effective leadership within the department and to make a significant contribution to the strategic development and direction of the academy
- To assist the Principal and the Senior Leadership Team in leading, motivating and enabling
- staff to provide the highest standard of education for all pupils
- To provide assessment analysis from relevant sources to make a significant contribution to
- school self-evaluation and school improvement
- To promote and celebrate high standards of achievement through outstanding practice in all aspects of academy life.

## **SPECIFIC RESPONSIBILITIES:**

- To undertake the responsibilities of a class teacher in relation to the class allocated as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS team.
- To provide regular communication with parents about what is happening across the Early Years setting.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school.



- To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS, through a process of effective monitoring, assessment and evaluation.
- Use relevant assessment information to set targets for improvements across EYFS and address any areas of underachievement and inconsistencies.
- To enthuse, lead, develop and enhance the teaching practices of others across EYFS through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of the EYFS within the context of the academy's aims and policies.
- To contribute to and promote the ethos and culture of the school.
- Both deliver and undertake professional development within and outside of the academy
- Communicate and co-operate with other agencies to support the educational, developmental and well-being needs of the pupils.
- To safeguard every pupil's health, safety and wellbeing in line with school policies.
- To provide reports to parents, pupils, the leadership team and the trust with regard to progress within EYFS.
- To liaise with the SENDCO and Assistant Principals to contribute to the planning and organizing of the work of the TAs in EYFS in order to have a positive impact on pupil progress.

### **Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.**



# Person Specification

## EYFS Phase Leader and Class Teacher

### Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

For further information, please refer to the Education Charter document, which accompanies this job description.

	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to Degree Level</li> <li>• Qualified Teacher Status</li> <li>• Experience of working within Early Years and Key Stage 1</li> <li>• A commitment to further professional development</li> <li>• Experience of working with parents and partners in the wider community</li> <li>• Experience of curriculum leadership and development</li> <li>• Experience of middle management</li> <li>• Successful enhanced DBS</li> </ul>
<b>Professional Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A track record of outstanding classroom practice</li> <li>• Understanding of the early years and primary curriculum, its assessment</li> <li>• and a clear knowledge of the methodology needed for high rates of progress.</li> <li>• Experience of managing health and safety practice and promote and safeguard pupil and staff welfare</li> <li>• Knowledge of up-to-date issues within early year's education</li> <li>• Knowledge of ICT and the software programs used in schools</li> </ul>

<p><b>Professional Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to lead a school team effectively and efficiently and work with other professionals and agencies</li> <li>• Ability to maintain a positive ethos with an accent on high achievement and inclusion for all</li> <li>• Ability to communicate and promote the aims and objectives of the academy</li> <li>• Ability to communicate effectively (orally and in writing) with a wide variety of people inside and outside the academy</li> <li>• Ability to motivate and stimulate pupils of all abilities to enjoy learning and to maximize their learning opportunities</li> <li>• To teach to a very high standard</li> <li>• Ability to use phase data for assessment and analysis purposes</li> <li>• To have a thorough understanding of assessment for learning and pedagogy</li> <li>• Experience of leading a team for professional development</li> </ul>
<p><b>Professional Philosophy and Commitment</b></p>	<ul style="list-style-type: none"> <li>• Clear philosophy of values driven primary education</li> <li>• Understanding of and commitment to developing links between home, school, neighboring schools, and the local community</li> <li>• Commitment to promoting equal opportunities and meeting the special educational needs of all pupils including gifted and talented pupils</li> <li>• Commitment to putting pupil outcomes at the core of all aspects and to raising standards</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Capacity to positively influence others</li> <li>• The ability to be reflective and self-evaluative</li> <li>• A sense of perspective and the ability to rise to challenges</li> <li>• Enthusiasm; flexibility; resilience; self-direction</li> <li>• Make appropriate judgments over issues of confidentiality.</li> <li>• Ability to work in partnership</li> </ul>