

Horsenden Primary School
Class Teacher – Interim EYFS Phase Leader
(Maternity cover)
Job Description



Job title:	Class Teacher and Interim EYFS Phase Leader (Maternity cover)
Whole school area of accountability:	Teaching and learning responsibility for assigned phase
Grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document plus TLR2B payment
Responsible to:	Senior Leaders
Supervisory responsibility:	Teachers and support staff in EYFS team

Main purpose of the job:

- Work as part of the senior leadership team to contribute to the school's vision, self-evaluation and improvement planning.
 - Lead the EYFS phase to secure high-quality teaching, inclusive provision and strong pupil outcomes, ensuring all pupils make good progress from their starting points.
 - Take full responsibility for the day-to-day leadership, management and organisation of EYFS, including standards, provision and staff development.
 - Model excellent classroom practice and coach others to improve teaching and learning across the phase.
 - Be accountable for the quality of education, assessment and outcomes within EYFS, reporting to senior leaders and governors as required.
 - Ensure that safeguarding, welfare and inclusion are central to all aspects of EYFS provision, in line with statutory guidance
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Main duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for phase leader.

1. Leadership and Management of EYFS

- Lead and co-ordinate the work of the EYFS phase, taking responsibility for the day-to-day leadership, management and organisation of the phase.
- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement across the phase.
- Work as part of the extended leadership team and communicate shared information with staff as required.
- Collaborate, cooperate and support colleagues in achieving school priorities and monitor progress towards targets.
- Ensure appropriate induction of pupils and staff into the phase.
- Liaise with SLT to co-ordinate the deployment of staff, students and volunteers within the phase.
- Ensure that regular PPA meetings are held and promote collaboration across the team.

2. Quality of Education (Teaching, Learning and Curriculum)

- Work with the leadership team to devise, implement, monitor and evaluate EYFS curriculum provision, ensuring consistency across classes.
- Work with middle and senior leaders to develop understanding of EYFS as a foundation for all subjects across the school.

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- Implement and lead high-quality teaching and learning across the phase, including curriculum resourcing, pupil behaviour and achievement.
- Promote the sharing of good practice and ensure regular professional dialogue about teaching and learning.
- Be an excellent practitioner and role model for staff, pupils and parents, demonstrating:
 - High standards of classroom practice
 - Stimulating and challenging learning environments
 - Strong subject knowledge
 - Effective planning, assessment and evaluation
 - High expectations of pupil achievement
 - Professionalism and organisation
 - Understanding of assessment and data analysis

3. Assessment, Standards and Outcomes

- Lead and co-ordinate assessment processes across the phase, ensuring statutory and non-statutory requirements are met.
- Monitor learning and teaching through lesson observations, planning scrutiny, work scrutiny and behaviour monitoring to raise standards.
- Analyse tracking data, moderate assessments and review pupil progress with teachers to raise attainment.
- Ensure appropriate support for individuals and groups based on assessment information.
- Work with SLT to monitor standards, achievement and impact, providing reports where required.
- Use assessment outcomes to identify and support underachieving pupils or groups.
- Lead the organisation and implementation of the Reception Baseline Assessment and EYFS Profile.

4. Staff Leadership and Development

- Act as line manager for EYFS staff, including support staff.
- Carry out performance management and support professional development of staff, including mentoring ECTs.
- Support staff to understand and implement the curriculum, school policies and procedures effectively.
- Support team preparation for pupil progress meetings and reporting.

5. Inclusion, Safeguarding and Wellbeing

- Be responsible for the welfare and safeguarding of children and young people.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Work with the SENCo to ensure early identification and appropriate support for pupils with additional needs.
- Observe all health and safety requirements and promote safe working practices for staff and pupils.

6. Partnerships and Community Engagement

- Act as an ambassador for the school and positively engage with the wider community.
- Develop strong relationships with parents, pre-schools and nurseries to support pupil progress and transition.
- Ensure parents are well informed about curriculum, targets, progress and school life, including workshops and communication.

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- Lead and monitor effective transition into and out of EYFS, including collaboration with KS1.

7. Operational and Organisational Responsibilities

- Lead organisation of phase events, including trips, visits and workshops.
- Prepare and oversee communications to parents.
- Support and manage teaching assistants and staff responsible for PPA cover.
- Support and supervise supply teachers to ensure continuity of provision.
- Take responsibility for resourcing within the allocated budget.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder **Date** / /

Signature of headteacher **Date** / /