



Primary Teacher + EYFS Lead  
MPS - UPR + TLR 2a  
Job Description & Person  
Specification

## **Job Description for Primary Teacher + EYFS Lead**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS - UPS + TLR 2a

**Line Manager:** Principal

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To work under the guidance of the School Principal and SLT. To carry out the duties of a teacher as set out in the current Teachers' Standards Document.

The post holder has responsibility for leading their Department in School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the EYFS curriculum.

This role requires an outstanding and confident classroom EYFS practitioner who is able to demonstrate the very highest standards of teaching.

Job Purpose:

- To ensure the delivery of outstanding lessons in all year groups.
- To provide a nurturing classroom and inclusive environment that helps pupils to develop as learners.
- To help to maintain/establish discipline across the whole Phase.
- To contribute to the effective working of the school and MAC.
- Monitoring and supporting the overall progress and development of students as a head of subject teacher/phase leader.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'together we grow and learn, knowing that God is with us in all we do'
- Committed to ensuring that all children get enough practice to become fluent in using important foundational knowledge. E.g. pencil grip, reading fluency, letter and number formation.
- To lead on and deliver a curriculum that prioritises children's communication and language
- Able to ensure activities are designed to focus on what children should learn and how all children will benefit
- Take the lead in developing and inspiring learning opportunities in our EYFS outdoor area, fostering curiosity, creativity, and exploration in young learners.

This role should be undertaken in accordance with national and local guidance in relation to the role.

### **SPECIFIC RESPONSIBILITIES**

## **DUTY HOURS**

Fulltime / Permanent

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

### **Teaching and Learning**

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed and modified to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice.
- Be accountable for ensuring that planning includes drawing on all areas of learning. Has high, but appropriate levels of expectation regarding each child's achievement, is broad, balanced, relevant and shows continuity and progression.
- Support all children to learn at a pace appropriate to their age, ability and interest, is child-centred and involves the children in experiential learning.
- Keep up to date with developments in the Early Years Foundation Stage of the curriculum and education in general to ensure that best practice is adopted within the phase.
- Ensure the phase is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Ensure that individual pupil progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

### **Leadership and Management of Others**

- Lead the phase, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage colleagues to develop their leadership potential and to share and develop new ideas.
- Manage day to day requirements such as departmental testing, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the phase.
- Regularly review relevant policy and practice to ensure that they are used effectively, as well as share and develop ideas.

- Attend all phase and subject co-ordinators meetings and INSET as relevant, as well as promote the subject within the school.

### **Policy/Strategic direction and development**

- Contribute to whole school policy-making and strategic planning as required by the Principal.
- Prepare, monitor and update annual departmental/phase plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work across the phase.

### **Other Duties**

- Actively promote the phase within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead the phase contribution to marketing events, school performances and external links.
- Monitor and control the subject allocated budget.
- Identify future resourcing needs and aspirations for the phase.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.
- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the school, ensuring that they are appropriately met, and that all members are active in their own professional development.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Primary Teacher + EYFS Lead**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
Qualified Teacher Status	✓	
Degree level qualifications in specialist subject.	✓	
Evidence of appropriate professional development commensurate with the role applied for.	✓	
Additional professional and/or academic qualifications. E.g CCRS Qualification		✓
<b>Knowledge and Experience</b>		
Proven track record of successful teaching across EYFS and a range of year groups desirable.	✓	
Successful experience at middle leader level.		✓
Experience of working with parents and community members.	✓	
Evidence of good progress for students taught.	✓	
A thorough knowledge of the theory and practice of effective pedagogy.	✓	
Thorough knowledge of curriculum planning and delivery in EYFS.	✓	
Understanding of the principles of child development and learning processes.	✓	
Understanding of best practice in the effective use of pupil and staff support strategies available		✓
Evidence of ability to lead and manage change effectively.	✓	
An ability to instil confidence in others.	✓	
Evidence of ability to effectively use data to raise standards / analyse impact.	✓	
<b>Personal Qualities and Attributes</b>		
Excellent standards of personal Presentation.	✓	
A strong and credible presence – personal profile.	✓	
A “no excuses” disposition towards	✓	

Performance.		
Excellent written and spoken English and high standard of numeracy.	✓	
An ability to adapt information for communication to a range of audiences.	✓	
Strengths in communicating with colleagues, individually or in groups.	✓	
A Knowledge of Equality & Diversity issues.	✓	
Genuine passion and belief in the potential of every student	✓	
A commitment to the principles of professional confidentiality.	✓	
To comply with the Schools commitment to the protection and safeguarding of children.	✓	
A commitment to delivering and leading on professional development for colleagues as appropriate.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

