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| **Job Title** | Reception teacher and Early Years Lead |
| **Grade** | MPS/UPS + TLR dependent on experience |
| **Reports to** | Headteacher |
| **Key Purpose of the job** | To be the Reception Class Teacher and take lead responsibility of the Nursery and Reception Classes (2 classes) to ensure high-quality teaching, effective use of resources and safe, aspirational learning environments for all pupils in the Foundation Stage.  The Early Years lead will liaise extensively with families, EY settings, health professional s and local authority advisors to secure the highest standards of safeguarding, personal development and learning as outlined in the Early Years Foundation Stage Profile.  The Early Years Lead will carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document. |
| **Specific Responsibilities** | |
| * Ensure that the school carries out its statutory responsibilities regarding all Foundation Stage pupils. * Liaise with Admin Staff and the DSL to manage pupil admissions and attendance. * Lead EY staff on developing effective assessment of achievement and needs, teaching strategies and behaviour management through formal target setting. * Oversee the EY staff team * Manage parental liaison incusing workshops and information sharing events. * Drive a positive ethos for inclusive teaching. * Promote the values and achievements of the school to the community through the website and social media. * To build and strengthen parental engagement and be approachable to families. * To lead and attend meetings with staff, families and external agencies to ensure the highest standards of safeguarding, achievement and communication. * Undertake such reasonable activities that the Headteacher and Governors may from time to time require. | |
| **Strategic Direction and Development of the school** | |
| * To assist the Headteacher in achieving the vision and direction of the school. * To set and maintain high expectations of pupils’ behaviour and achievement. * With the Headteacher, Governors and senior staff, to set aims and objectives for the school’s EY provision in the School Development Plan. * To take responsibility for developing and monitoring policy and practice as directed by the Headteacher and Governing Body. * To assist the Headteacher in the school’s EY self-review and evaluation. * To oversee the effective planning and management of resources to secure improvement for pupils Nursery and Reception. * To support and implement all decisions of the Headteacher and Governing Body. | |
| **Teaching and Learning** | |
| * To be a credible role model and act as a knowledgeable, approachable and empathetic advisor to staff. * To be an outstanding EY and KS1 teacher. * To work with the Senior Leadership Team and SENCO to sustain high expectations and outstanding practice in teaching and learning in EY classes while considering the needs of all pupils. * To monitor and evaluate the quality of teaching and standards of pupil’s achievement in the Early Years classes. | |
| **Leading and Managing staff** | |
| * To comply with and adhere to all school policies. * To work with the Senior Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual improvement in the school’s approach to SEND in the Early Years. * To organise cover and support in the Nursery and Reception Classes as needed. | |
| **Deploying staff and resources** | |
| * In consultation with, and by the direction of the SENCO or Senior Leadership Team, to deploy staff and resources efficiently and effectively to best meet the needs of the pupils in the Early Years. * To ensure that external professionals and specialist staff provide high quality interventions and support. * To apply all safeguarding policies and measures when deploying staff. | |
| **Accountability** | |
| * To support the Headteacher in accounting for the school’s effectiveness in ensuring the best provision for Early Years pupils to all relevant stakeholders, including reporting to Governors. * To disseminate procedural information to support pupils achieving GLD in the ELG. * To take responsibility, with the DSL and Headteacher, for safeguarding the welfare of children within the school. * To comply with individual responsibilities, in accordance with the role, for health and safety in the setting. * To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy. | |