



The Federation of St Elphege's and Regina Coeli Catholic Schools



Early Years Leader TLR Regina Coeli Catholic Primary School Job Description

Name:

Role: Whole School Teaching & Learning – Early Years

TLR: TLR 2.1 -

Start: September 2024

Teaching Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).

General

- Promote the agreed vision of the school.
- Have regard for and contribute to the Catholic ethos of the school which aims to assist the children in their spiritual growth as individuals and members of a community.
- Be committed to raising standards of achievement.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all policies agreed by the Governing Body.
- Maintain high expectations and insist the children always produce their best.
- Maintain good order and discipline among pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Take an active part in the life of the school.
- Encourage parental help in and out of school.
- Organise outings/visitors to the school to enrich the curriculum.

Curriculum

- Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and school schemes of work.
- Ensure that the needs of all children are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.

Evaluation, Assessment and Record Keeping

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.

Other Responsibilities

- Participate in scheduled meetings, including a weekly briefing meeting.
- Participate in duty rosters, including taking assemblies.
- Participate in the schools' arrangement for performance management and other professional development activities.
- Facilitate the training of students as required.
- Safeguard the health and safety of all children.

Take overall responsibility for the development of a broad and balanced EYFS curriculum.

- To be fully conversant with the EYFS, KS1 and KS2 curriculum.
- To develop the EYFS curriculum to meet the needs of the pupils in this school.
- To be committed to ensuring the best attainment and progress for all pupils.
- To keep up to date with national, local and school assessment procedures and ensure all staff are well informed regarding assessment.
- To collect, collate and analyse Early Years data and report results to the HT, LA and all staff, in partnership with other members of the leadership team.
- Manage and monitor the EYFS curriculum action planning process in conjunction with the DHT – Infants and DHT – Curriculum and Assessment .
- To contribute to the termly programme of INSET and staff meetings.
- Circulate agendas prior to staff meetings and arrange for minutes to be taken and kept.
- Oversee the development of indoor and outdoor curriculum resource areas.
- Develop curriculum self-evaluation processes to inform the SEF.
- To take the lead in regard to the parents' Foundation Years' curriculum workshops and ensure parents and carers are well informed regarding the curriculum.
- To monitor and evaluate Foundation Years teaching and learning in line with Federation policy and practice.
- To attend appropriate CPD and all co-ordinator meetings.

SIP Curriculum Responsibilities

- Lead on the EYFS curriculum identified in the current SIP, involving other staff where appropriate.
- Devise and implement an action plan for the current academic year.
- Evaluate the impact of actions at the end of the academic year and prepare a written report for the Governing Body.
- Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services appropriate.
- Implement appropriate assessment and tracking procedures in accordance with Federation policy and procedures.
- Monitor standards of achievement in EYFS.
- Be aware of budget implications, applying the principle of "Best Value."
- Ensure issues of equal opportunities/access are addressed in the designated area.

Other Leadership Responsibilities

- Ensure the Head Teacher and ExHT (where appropriate) remain fully informed of important matters relating to your responsibilities.
- Be involved in the strategic development of the school.

Signed: _____ Date: _____

With God, all things are possible & Where there is love, there is God.