

Job Description

Job Title:	Early Years Leader
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	Cranbrook Education Campus
Responsible To:	Primary Headteacher
Salary Grade:	MPS + TLR2a

1. Key Purpose of Job

To carry out the following professional duties as a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

2. List Key Duties and accountabilities of the post

Pupil Progress

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting appropriate and challenging expectations;
- Setting clear targets, building on prior attainment;
- Assess how well learning objectives have been achieved and use them to improve attainment and progress
- Mark and monitor pupils' work (including homework)
- Assess and record pupils' progress systematically and keep effective records

Professional Practice

- Teach engaging and effective lessons maintaining pace, motivation and challenge;
- Make effective use of formative and summative assessment and ensure coverage of programmes of study;
- Monitor and intervene to ensure on task learning and good behaviour;
- Use a variety of teaching methods to:
 - I. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
 - II. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
 - III. Select appropriate learning resources and develop study skills through library, ICT and other resources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Identifying SEN or high attaining pupils and provide effective evidence for reports as necessary;
- Evaluate own teaching critically to improve effectiveness;
- Prepare and present informative reports to parents;
- Establish effective working relationships and set a good example through their presentation and personal professional conduct.
- Take responsibility for the leadership of a subject or area of school life commensurate with your pay grade and lead this with enthusiasm and vision.

Ethos and Priorities

- Operate at all times within stated policies and practices of the school;
- Contribute to the corporate life of the federation through effective participation in meetings and

management systems necessary to co-ordinate the management of the school;

- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined;
- To contribute to the ethos of the federation.
- Contribute to the curriculum of the school through effective subject leadership.

Performance Management/Teacher Appraisal

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager and grouped under the headings: Pupil Progress, Personal CPD and wider contribution.

3. Supervision / Line Management Responsibilities of the post

- provide vision, direction and leadership of Early Years
- ensure high quality early education that improves outcomes and narrows the gap between those children who are most vulnerable and the rest
- monitor and evaluate the impact of policies, practices, etc in the EYFS, identifying developments needed and constantly seeking strategies for improvement; working in partnership with the Early Years team and senior leaders to achieve them
- ensure the successful development and implementation of high quality, developmentally appropriate, inclusive learning environments in the Nursery and Reception which promote a balance between learning through play, providing learning activities which will challenge and develop and preparedness children for Year 1.
- review and evaluate the assessment management system to ensure it remains an effective tool that allows for precise tracking of children's progress
- work in partnership with senior leaders in the cycle of school evaluation and development planning
- work with colleagues in external settings and in Year 1 to ensure high quality transitions between phases
- ensure the Early Years meets the criteria for a successful Ofsted inspection
- work with senior leaders to deploy EYFS staff effectively
- organise EYFS team meetings to develop and implement policies, initiatives,
- discuss samples of work, assessment and record keeping, moderation, etc.
- be a role model for staff in all aspects of their work.

4. Working Environment & Conditions of the post

5. Other Duties

6. Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at [XXXXXXXX] but the post holder may be required to move their base to any other location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

	Essential / Desirable
Qualified Teacher Status Knowledge of the whole primary curriculum	E
Outstanding or working towards outstanding class teacher/student teacher	E
Good working knowledge of the Early Years Foundation Stage and knowledge of assessment systems	E
An ability to teach high quality Phonics lessons from Phase 1 to 5	E
Experience of teaching in Early Years	E
Understanding of teaching and learning Nursery and Reception	E
Understanding of assessment for learning and its use to raise standards	E
Clear understanding of how children learn and awareness of effective teaching strategies for personalized learning	E
An ability to build excellent relationships with children as a way to promote high standards of behaviour	E
Ability to work closely as part of a team	E
Ability to identify and provide additional support for those children who are	E

falling behind expectation	
100% commitment to your role and the Trust	E
Innovation, ideas and a vision beyond the classroom	E
Commitment to continuing professional development	E
Ability to plan a varied, experience led curriculum linking to class needs and interest	E
Understanding of current safeguarding legislation and a commitment to implementing these in the Trust	E
Contribute to whole school 'life' through extracurricular activities	D
Good humor, resilience and a commitment to team-working	D
Ambition	D
Proven experience/examples of leading innovative work in school	D
Good organisational and interpersonal skills	D
Ability to make use of appropriate data to analyse the performance of pupils and set targets	D
Knowledge and experience of applying ICT across the curriculum	D
Resilience	D