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| Post: | Early Years Phase Leader |
| Responsible to: | Assistant Principal/Principal |
| Salary | MPR/UPR TLR 2a |
| Job Purpose | To lead teaching and learning in the Early Years Foundation Stage. |
| **Key Accountabilities - Leader of Early Years Foundation Stage** | |
| The core purpose is to provide professional leadership and management for the Early Years Foundation Stage team to provide a safe, happy and caring learning environment, to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. | |
| **This job description should be read alongside the range of duties of teachers set out in the annual School Teachers’ Pay and Conditions Document.** | |
| Leadership and Management: | * Role model exemplary classroom practice at all times. * Contribute to school self-evaluation and improvement planning. * Develop a phase action plan which helps monitor and evaluate the effectiveness of the phase, identifying key actions to support improvement and regularly reviewing the impact of these. * Monitor standards of teaching, provide feedback, and identify and implement strategies for improvement where needs are identified * Work with the School Senior Leadership Team to maintain and improve standards. * Lead regular phase meetings to ensure good communication, consistency of practice and strong outcomes and pupil progress. * Work alongside the admissions team to provide Early Years pupils with a successful transition at the start of their school journey, either from home or Nursery. * Liaise with parents, the Academy SENDCo and other Phase Leaders to support pupils through key transitions. * Ensure an excellent partnership is developed with parents, enabling high levels of parental engagement that support the development of pupils within their earliest years. * Act as an appraiser or mentor for teachers within the Early Years Foundation Stage. * Induct, appraise, support and monitor support staff within the phase, developing their role in promoting pupils’ progress. * To complete other responsibilities as directed by the senior leadership team that are aligned to the Leader of Early Years brief. |
| Teaching, Curriculum  and Assessment: | * Monitor and support teachers' planning in line with school policies and to ensure that curriculum coverage and progression are achieved. * Support the staff in the use of appropriate attainment and curricular targets. * Regularly review the vision, aims and implementation of the Early Years Curriculum. * Support the development of teachers and support staff knowledge, skills and expertise in delivering the Early Years curriculum. * Monitor and support assessment for learning. * Monitor systems to assess and record pupil progress and achievement. * Monitor pupil standards and achievement against annual targets, having a clear vision on how to improve these, ensuring pupils reach their full potential. * Work alongside the Academy assessment lead to ensure that regular assessment and moderation takes place and pupils attainment and progress is well monitored throughout the academic year. * Provide the school's leadership with pupil performance information and data through maximising achievement. * To effectively manage the phase budget, using this to enhance the learning environment, the curriculum offer and pupils learning experiences within the Early Years. |
| Behaviour, SEND and Inclusion: | * Work alongside the Academy SEND team to ensure the needs of pupils are identified early and appropriate support is put in place and maintained. * Ensure the learning environment and curriculum delivery is inclusive and accessible for all, allowing all pupils to be successful. * Ensure effective behaviour management is maintained by all staff within the phase, closely following the Academies behaviour policy. |

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**