



Birch Hill Primary School
JOB DESCRIPTION/ Person Specification – Early Years Phase Leader

NAME:
ROLE: Early Years Phase Leader
ACCOUNTABLE TO: Headteacher

THE STATUTORY REQUIREMENTS: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. It may be modified by the head teacher, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This appointment as Early Years Phase Leader in Birch Hill Primary School has a significant responsibility and must undertake the following duties which are above and beyond those of a classroom teachers.

The Early Years Phase leader:-

- Is focused on teaching and learning
- Requires the exercise of a teacher’s professional skills and judgement
- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- Has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and
- Involves leading, developing and enhancing the teaching practice of other staff.

Signed by: Date
Post Holder

Signed by: Date
Head teacher

KEY RESPONSIBILITIES & CORE TASKS

In addition to the requirements of a class teacher the Early Years Phase Leader will be expected to develop the following areas of responsibilities and tasks, as agreed with the headteacher:-

Strategic Direction and Development of the School	<ul style="list-style-type: none"> • Actively promote the aims, values and mission of the school and high levels of achievement. • Collaborate in the development and implementation of the annual School Improvement Plan within the national and local context. • Significantly contribute to the evaluation of the effectiveness of the school's policies, action plans and other areas of development.
Leading Learning and Teaching	<ul style="list-style-type: none"> • Develop a learning environment and teaching practice which secures effective learning across the breadth of the Early Years Early Years Phase Curriculum and provides a professional model, clearly demonstrating good or outstanding teaching, classroom organisation and display with high standards of achievement, behaviour and discipline • Take responsibility for the development and monitoring of a curriculum area or whole school curriculum aspect (to be agreed in conjunction with the postholder) • Coordinate and implement regular monitoring of the quality of teaching and pupils achievement through the annual monitoring plan, providing feedback to the Headteacher, Governors and other staff.
Leading and Managing Staff	<ul style="list-style-type: none"> • Lead staff in Early Years Phase to achieve the priorities and targets which the school sets, in conjunction with the governors, and to provide staff with support and guidance in implementing & evaluating schemes of work. • Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes. • Act as a performance management reviewer for teachers and teaching assistants, in accordance with the school's performance management policy. • Support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation.
Effective Deployment of staff and resources	<ul style="list-style-type: none"> • Ensure that all staff in Early Years Phase have a clear understanding of their roles and responsibilities and provide accountability for this. • Manage the teaching assistant provision within the nursery & reception settings ensuring that any interventions are implemented according to the needs of the pupils. • Manage the associated Early Years Phase budget to ensure good value for money
Strengthenin g Community	<ul style="list-style-type: none"> • In conjunction with all members of the Senior Leadership team assist in maintaining good communication with parents and the wider community. • Respond proactively to parental concerns relating to any aspect of pupil learning, teaching and pastoral care of pupils in Early Years Phase

CORE TASKS

- Attend Governing Body Meetings at the request of the Headteacher or Chair of Governors.
- Manage the development and progression of the Early Years Early Years Phase Curriculum, including reviewing planning, ensuring consistency of curriculum implementation through planned half termly monitoring.
- Monitor the quality of teaching and learning in Early Years Phase , providing support and expertise to ensure that consistently good standards of teaching and learning are evident in all classes.
- Implement the assessment procedures, including annual target setting & half termly observations for individual pupil learning journeys across Early Years Phase; Monitor

the implementation of APP and AFL across all EYFS classes; Hold half termly pupil progress meetings with each class teacher providing challenge to raise standards of attainment.

- Implement regular moderation and work sampling for learning covering the areas of learning within the EYFS.
- Actively contribute to the functions of the Senior Leadership Team, including the development of the School Improvement Plan and the review of the SEF.
- Manage the smooth transition of pupils from FS to KS1 with the KS1 Leader.
- Implement curricular enhancements in the Foundation Stage which encourage involvement from parents and/or the wider community.
- Plan and implement regular Key Stage meetings with a focus on improving standards of teaching and learning.
- Provide mentorship to ECTs or ITT students in Foundation Stage.

The Early Years Phase Leader will have a full time teaching role in a Reception class, with appropriate leadership release time as budget allows.

Early Years Early Years Phase Leader Person Specification		
	Essential	Desirable
Education and Qualifications		
Degree	√	
Qualified Teacher Status	√	
Evidence of engagement in continuing professional development, including recent training in related curriculum or teaching and learning developments	√	
Evidence of further study relevant to the role	√	
Experience		
Proven experience as a good/outstanding teacher in a primary school and in EYFS	√	
Experience of working with 0-5 year olds	√	
Experience of observing and evaluating teaching and giving feedback to a teacher	√	
Up to date knowledge of the SEN code of Practice and experience of working with children with SEND	√	
Understanding of current educational thinking linked to the Early Years and Primary Curriculum	√	
Experience of leading and managing a team of staff in a primary school setting		√
Evidence of successful relationships with staff, children, parents and Governors	√	

Experience of leading a core curriculum area or key area of responsibility		√
Experience of building effective relationships with parents, school community and Governors		√
Experience in supporting improvements in teaching and learning	√	
Experience in using data to inform planning and future developments	√	
Experience in monitoring, evaluation and review to support improvements/ improved outcomes	√	
Experience in delivering both discrete and cross-curricular ICT learning opportunities. Experience in Word, Excel and other Microsoft packages	√	
A successful track record of improving performance outcomes	√	