

**Job Description**

**Job Title: Early Years Foundation Stage Phase Leader/Class Teacher**

**Reports to: Associate Principal**

**Hours: Full time role**

**Grade: MPS/UPS +TLR2a**

The Early Years Foundation Stage Phase Leader/Class Teacher of the academy shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

The EYFS Phase Leader/Class Teacher is directly accountable to the Executive Principal and Associate Principal, for ensuring the educational success of the children in the EYFS and for making a significant contribution to the academy’s improvement and development plan.

**Purpose:**

* To provide the vision and effective leadership that will enable the school to develop further throughout periods of change in conjunction with the Executive Principal, the Associate Principal and the Senior Leadership Team
* To make a significant contribution to the strategic development and direction of the school as a member of the Extended Leadership Team
* To assist the Associate Principal in leading, motivating and enabling staff to provide the highest standard of education for all children
* To model positive behaviour management and restorative approaches to managing conflict
* To provide assessment analysis from relevant sources to make a significant contribution to the school self-evaluation and school improvement
* To work to support the aims and ethos of the school and hold the highest professional standards themselves
* To support and participate in the work of the Aspirations Academies Trust.

**Main duties and responsibilities:**

* To carry out the duties of a Class Teacher as set out in the School Teacher’s Pay and Conditions
* To exemplify and share best practice across the school
* To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS Team
* To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school
* To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes
* To address any areas of underachievement and inconsistencies within the EYFS
* To use relevant assessment information to set targets for improvement across the EYFS
* To develop and implement action plans to inform and address areas for improvement across the EYFS
* To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting
* To be accountable for the strategic leadership and management of the EYFS, within the context of the school’s aims and policies
* To be involved with internal and external moderation to ensure quality and consistency of data
* To liaise with other phase leaders to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community
* To support, guide and advise staff in all aspects of their work
* To deliver and undertake professional development
* To work in partnership with the SLT in appraisal of staff
* To mentor trainees, ECTs and support the induction and induction of new staff
* To develop positive parent partnerships by providing curriculum information, workshops and meetings in consultation with the Associate Principal
* To contribute to and actively support the overall ethos of the school
* To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection
* To carry out any other duties reasonably requested by the Associate Principal, Senior Assistant Principal or Assistant Principal for Inclusion.

**Managing Effective Communications:**

* To ensure that all members of the EYFS staff are familiar with the Academy’s philosophy, vision, aims and objectives
* To ensure the EYFS staff are well informed about all aspects of school life in order to promote good communication and high morale
* To ensure effective communication/consultation as appropriate with the parents/carers
* To liaise with partner academies, feeder and receiving schools and other relevant external bodies
* To lead assemblies.

**Resource Management:**

* To work with leaders at all levels to manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the educational provision for students.

**General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The EYFS Leader will work to the professional duties set out in the School Teachers Pay and Conditions Document. The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment after consultation to meet the changing needs of the Trust.