**Job Description**

|  |  |
| --- | --- |
| Post Title | Early Years Leader (Nursery- Year 1) and Class Teacher |
| Reporting to | Headteacher |
| Working Time | Full- time |
| Salary/ Grade | MPS/ UPS plus TLF 2.1 (£2873) |

|  |
| --- |
| **Purpose*** Lead, manage and develop the Early Years (Nursery through to Year 1)
* Have an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils
* Lead, develop and enhance the teaching practice of other staff
* Class teacher responsibility for either Foundation Stage or Year 1
 |
| **Responsibilities****Lead, manage and develop the Early Years Phase** The post-holder will: * Be an exemplary role model to all and actively promote the Christian ethos of the school to offer guidance and support to colleagues
* Lead and develop an effective Early Years Team by establishing clear expectations and constructive working relationships, good team working and mutual support, delegating tasks as appropriate, evaluating practice and development, and motivating the team in delivering outstanding Teaching and Learning
* Prepare reports for the Senior Leadership Team and Governors
* Act as an appraiser in the school’s appraisal process
* Ensure the highest possible standards of education for the children for whom the teacher has responsibility - socially, emotionally, physically, intellectually and aesthetically
* Ensure pupils are welcomed, settle quickly and happily into school life and make a good start to their school life learning
* Make sure that appropriate planning is carried out and implemented by teachers in the Phase
* Take responsibility for all aspects of assessment in the Phase, for analysing this data and for using this analysis to move children forwards in their learning and development
* Support the progress of a wide range of pupils, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils

**Enhancing the Teaching of Others** The post-holder will enhance the teaching of others within the Phase by enabling colleagues to: * Develop and improve subject knowledge and pedagogy
* Plan effectively, setting clear objectives that pupils understand
* Challenge and inspire pupils to achieve excellence
* Use teaching strategies which enable all pupils to learn effectively
* Support children in developing high standards of behaviour
* Make accurate observations and assessments of children’s learning and use knowledge gained to support children in achieving their next steps
 |
| **Teaching Responsibilities****Teaching*** Plan well sequenced teaching and learning for the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
* Participate in arrangements for preparing pupils for external assessments (where appropriate)

**Whole school organisation, strategy and development*** Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s Christian values and vision
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes

**Health, safety and behaviour*** Promote the safety and well-being of all pupils
* Maintain good behaviour amongst all pupils

**Management of staff and resources*** Direct and supervise staff in the Early Years Phase including other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff within the Phase
* Deploy resources delegated to them

**Professional development*** Participate in arrangements for the appraisal and review of their own performance and that of other staff within the Phase
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other staff in the Phase, including induction
* Have an interest in and thorough grasp of current education issues

**Communication*** Establish effective communication with pupils, parents and carers

**Working with colleagues and other relevant professionals*** Collaborate and work with colleagues and other relevant professionals within and beyond the school, including the Vale Academy Trust
 |
| **Other Specific Duties*** Play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example
* Continue personal development as agreed
* Comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* Undertake any other duty as specified by SLT not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| **Other Specific Requirements*** Employees will be expected to comply with any reasonable request from the headteacher 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 all visitors.
 |

##### Safer Recruitment

The Vale Academy Trust welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the academy’s application form will be accepted. The Vale Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service checks along with other relevant employment checks.