



# CITY of SHEFFIELD

## JOB DESCRIPTION

**CHILDREN AND  
YOUNG PEOPLE'S  
DIRECTORATE**

**This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**SCHOOL**

**Carfield Primary School**

**POST TITLE**

**Teacher responsible for EYFS (Phase Leader)**

**GRADE**

**Teacher PLUS TLR 2a**

**RESPONSIBLE TO**

**HEADTEACHER**

**RESPONSIBLE FOR**

**Staff within EYFS**

**PURPOSE OF JOB**

**To undertake a sustained responsibility in the context of the school staffing structure for the purpose of ensuring continued delivery of high quality teaching and learning for which the teacher is accountable.**

# **SHEFFIELD CITY COUNCIL CHILDREN AND YOUNG PEOPLE'S DIRECTORATE**

## **TEACHER PLUS TLR2a**

### **JOB DESCRIPTION**

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

#### **1. Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum**

- ◇ To provide strategic leadership for the development and management of EYFS.
- ◇ To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- ◇ To develop and monitor schemes of work for EYFS and ensure successful implementation which meets curriculum requirements.
- ◇ To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to EYFS.
- ◇ To develop strategies for the use in EYFS to promote new teaching methods and improve learning and monitor effectiveness in raising standards of teaching and learning.
- ◇ To monitor and evaluate pupil progress in EYFS
- ◇ To be an active member of the Senior Leadership Team, implementing whole school strategies.
- ◇ To provide and present reports at the full Governing Body meetings if and when required.
- ◇ To liaise with the EYFS link Governor and encourage visits to the school.

#### **2. Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- ◇ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in EYFS.
- ◇ To identify clear, appropriate targets for attainment and/or achievement across the area of EYFS
- ◇ To monitor and evaluate pupil progress and achievement against targets

- ◇ To lead evaluation strategies to contribute to overall school self-evaluation
- ◇ To contribute to the school procedures for lesson observation
- ◇ To implement school quality procedures and to ensure adherence across the school

**3. Leading, developing and enhancing the teaching practice of other staff**

- ◇ To ensure the establishment of common standards of practice across EYFS and develop the effectiveness of teaching and learning styles.
- ◇ To plan and implement strategies to improve teaching where needs are identified.
- ◇ To provide induction, support and monitoring for new staff.
- ◇ To act as a role model of good practice for other teachers, modelling effective strategies with them.
- ◇ To act as a performance management team leader for identified teachers.
- ◇ To ensure all staff in school are familiar with the aims and objectives of EYFS.

**4. Specific duties relating to this post**

- To be responsible for the day-to-day management of staff
- To monitor staff performance against school, pupil progress and personal targets
- To ensure the effective and efficient deployment of staff
- To ensure staff development needs are identified and appropriate programmes designed to meet these needs.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour monitoring, reporting all concerns to an appropriate person.

5. The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
6. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
7. This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed in any such discussions.

April 2008