



# Lumen Learning Trust

Learning together for a brighter future

**Job title:** EYFS & KS1 Phase Leader

**Salary and grade:** Main (£31,350 per annum to £42,689 per annum) or Upper Pay Scale (£44,579 per annum to £47,839 per annum), plus a TLR2 payment (£3,214)

**School:** Darley Dene Primary School

**Line manager:** Headteacher

**Start date:** 1<sup>st</sup> September 2024

## **Job Purpose**

- To work in partnership with the Headteacher and whole staff team promoting the school's vision and values
- To support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils
- To be accountable for providing professional leadership, guidance and management in relation to the development and implementation of the relevant policies within the context of EYFS & KS1 provision, so as to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils, particularly those from EYFS & KS1 classes.
- To be accountable for providing professional leadership, guidance and management in relation to the development and implementation of a core subject throughout the school, so as to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

## **Key Accountabilities**

### Strategic Development

- As a member of the SLT to contribute to the development of strategies, policies and practices aimed at raising standards of attainment and achievement throughout the school.
- To provide regular progress updates to SLT in relation to pupils in EYFS & KS1 to ensure SLT are fully aware of all associated successes, issues and concerns.
- To assist with the formulation, communication and monitoring of the school development plan, ensuring concerns and ideas are considered, and that all staff understand the key targets and the part they play in achieving these.
- To contribute to the formulation of relevant policies and be responsible for their implementation, monitoring, evaluation and review in order to ensure all pupils have access to a curriculum which contributes to their development and prepares them for the opportunities, responsibilities and experiences of adult life.

### Teaching and Learning

- To take the lead in working partnership with other EYFS & KS1 teachers developing effective ways of overcoming barriers to learning and sustaining effective teaching, through the analysis and assessment of pupil needs, by monitoring the standards of teaching and of pupil achievements, and by setting targets for improvement so as to raise standards of pupils' learning and achievement.
- To maintain effective partnerships between parents and school, and liaise effectively with external agencies, so as to promote and secure maximum support for pupil learning.
- To be responsible for the teaching of an EYFS or KS1 class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.

- To be responsible for the pastoral care of pupils in a class, promoting self discipline and good behaviour at all times, in accordance with school policies
- To monitor and maintain effective transition arrangements for pupils transferring from Nursery/pre-school into Reception
- To take responsibility for assessment in EYFS & KS1, ensuring that statutory and school requirements are fulfilled;
- To collate assessment information, in conjunction with the Headteacher & SLT, and monitor the school's performance in relation to local and national results and the school's own targets.

#### Leading and Managing Staff

- To provide regular feedback to teachers and other staff in EYFS & KS1 in a way which recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact on pupil progress, achievement and behaviour.
- To support and assist teachers and other staff in EYFS & KS1 to ensure they understand, and are actively implementing, the key aspects of the school's policies.
- To support to early career teachers, supply teachers, teachers and teaching assistants within EYFS & KS1 who may be new to the school
- To develop, implement, monitor and maintain teaching policies and practices in a core subject which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- To establish plans for the development and resourcing of a core subject teaching. Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- To manage the professional development of a core subject teaching for staff and evaluate the impact on teaching and learning.
- To disseminate good practice in a core subject through INSET, coaching and mentoring mechanisms.

#### Use of Resources

- To identify appropriate resources (including staff) to promote and support the achievements in a core subject for all children throughout the school and ensure they are used efficiently, effectively and safely.
- To identify appropriate resources (including staff) to promote and support the achievements of children EYFS & KS1 and ensure they are used efficiently, effectively and safely.

#### Other duties and responsibilities

*To undertake reasonable requests for duties that the Headteacher may from time to time ask the post-holder to perform.*



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## EYFS & KS1 Phase Leader - PERSON SPECIFICATION

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of commitment to further and relevant professional development;</li> </ul>	
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 4 years successful teaching experience in EYFS &amp; KS1</li> <li>• Evidence of recently leading Ofsted graded 'Good' provision</li> <li>• Experience teaching and leading phonics</li> <li>• Experience of subject leadership (foundation or Core)</li> <li>• Sound awareness of expectations of KS2 in order to support children's readiness for next stage of their learning</li> <li>• Experience of mentoring or leading staff development of other teachers</li> <li>• Experience of setting targets and monitoring, evaluating and recording progress</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of EYFS &amp; end KS1 assessments</li> <li>• Experience of working with children with a range of needs including SEND, and for whom English is an additional language;</li> <li>• Management of human and financial resources</li> <li>• Developing a personalised learning culture within school</li> </ul>

Skills, Abilities and Attributes
<ul style="list-style-type: none"> <li>• Has the capacity to be an inspirational leader with a clear understanding of leadership which focuses on empowering and enabling others</li> <li>• Is a reflective, professionally-curious, emotionally-resilient practitioner</li> <li>• Has a good understanding of a variety of ways to build, communicate and implement a shared vision;</li> <li>• Is able to plan and organise self and others effectively;</li> <li>• Is able to develop, empower and sustain individuals and teams;</li> <li>• Has a proven track record in raising standards;</li> <li>• Is able to communicate effectively at all levels;</li> <li>• Is able to use IT effectively as a management tool;</li> <li>• Is confident to initiate and manage change;</li> <li>• Is confident to challenge appropriately;</li> <li>• Is able to recognise and take account of and celebrate the diversity of the school community;</li> <li>• Has positive personal impact and presence yet with an open and friendly manner;</li> <li>• Is able to build relationships with parents and carers from a wide variety of backgrounds;</li> <li>• Has an adaptable, energetic &amp; determined approach to all aspects of their practice</li> <li>• Has a good understanding of the need to work in partnership with colleagues from a wide range of agencies</li> <li>• Is committed to personal development in terms of own learning</li> </ul>