



OWLS Academy Trust

CEO: Peter Merry

Registered office: Langmoor Primary School, Kenilworth Drive, Oadby, Leicester, LE2 5HS

JOB DESCRIPTION

Job Title: EYFS Lead Teacher – Main Pay Range

Responsible To: Head Teacher

Determination of Pay Point: This job description applies to teachers who have not been appointed to upper pay range posts within the school staffing structure. Where a teacher has been assessed as meeting the upper pay range standards but there is no upper pay range post available within the school the teacher will be paid at the maximum of the main pay range.

All other teachers will be normally be appointed to the OWLS pay point that most closely matches the pay point of their most recent substantive teaching post.

Core Purpose: To manage the teaching and learning of the EYFS, in accordance with the Foundation Stage Curriculum/National Curriculum, school policies and schemes of work, striving towards excellence and enjoyment for all.

MAIN DUTIES AND RESPONSIBILITIES:

1. To implement and deliver the statutory framework for the Early Years Foundation Stage and the schools phonics scheme
2. To establish a safe and stimulating learning environment that ensures respect between adults and pupils.
3. To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
4. To plan and prepare lessons which build on pupils' capabilities and prior knowledge in order to contribute to raising standards of pupil attainment.
5. To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
6. To contribute to whole school planning activities and to the achievement of the school's development plan and its implementation.
7. To monitor and support the overall progress and development of pupils.
8. To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment
9. To make use of formative and summative assessment to inform your planning and secure good pupil progress.
10. To make a positive contribution to the wider life and ethos of the school.

Curriculum Co-ordination

11. To develop your own expertise in allocated curriculum area(s), keeping abreast of the subject areas through research, CPD, etc.
12. To provide advice to other staff, including the Head Teacher.

13. To produce, in consultation with colleagues, written policies and guidance; and engage staff in the discussion of policy and guidance.
14. To oversee the effective use of curriculum resources in the allocated curriculum area(s), and ensure “best value” in the procurement of curriculum resources.
15. To assist the SLT to ensure legal compliance with statutory curriculum guidance in the allocated curriculum area(s).
16. To share information with colleagues to ensure good practice in the allocated curriculum area(s).
17. To monitor and assist in the evaluation of the delivery of the allocated curriculum areas across the school.
18. To network and liaise with colleagues in other schools to ensure equity and continuity in the allocated curriculum area(s).

General

19. To work within the framework of national legislation and in accordance with the provisions of the School Teachers’ Pay and Conditions Document. In addition the post is subject to compliance with:
 - School and Trust policies and guidelines on the curriculum and school organisation;
 - National Professional Standards for Teachers
 - National Standards for Subject Leaders
 - The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment;
 - Common core of skills and knowledge for the children’s workforce.
20. All teachers have responsibility for providing and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out in the School Teachers’ Pay and Conditions Document.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service, including on Teacher Days
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a DBS check being carried out.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The OWLS Academy Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of Equality legislation to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

	Essential	Desirable	How assessed
Qualifications - Qualified Teacher Status - Evidence of involvement in INSET as a participant (unless newly qualified)	✓ ✓		App/Doc App/Doc
Experience - Successful experience of working with children in the EYFS age range - Experience of planning and delivering the EYFS curriculum - Experience of co-ordinating curriculum areas - Experience of teaching EYFS Phonics - Ability to lead Phonics - Experience of partnership with teaching and non-teaching staff - Experience of EYFS Moderation - Experience of baseline assessment - Experience of planning the use of outdoor learning effectively	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Knowledge - Knowledge of the National Curriculum - Empathy with different learning styles - Understanding to differentiate learning for different abilities. - Sound understanding of EYFS curriculum/standards and expectations - Clear understanding of assessment for learning and assessment of learning to enhance pupil progress	✓ ✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int App/Int
Skills/Attributes - Ability and willingness to undertake professional development. - Good interpersonal skills. - Empathy with children and young people. - Ability to work effectively as part of a team.	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
General Circumstances - An understanding of and commitment to equal opportunities and the ability to apply this to strategic work and day to day situations. - A belief in pupil centred active learning with an ability to stimulate and challenge - Evidence of regular attendance at work - Recognition of the role of parents in their child's education	✓ ✓ ✓ ✓		App/Int App/Int App/Ref/Med App/Int
Factors not already covered Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act (2010)	✓		Med

App = Application Form
Med = Medical Questionnaire

Test = Test

Int = Interview
Doc = Documentary Evidence (E.g., Certificates)

Pre = Presentation