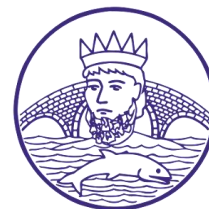


# King Athelstan Primary School

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Headteacher: Emily Newton

## JOB DESCRIPTION

(IN ADDITION TO THE CLASSTEACHER JOB DESCRIPTION)

|                       |   |
|-----------------------|---|
| <b>Title of Post</b>  | EYFS LEADER (Class based)                               |
| <b>Salary</b>         | Main Scale 1- UPS2 (£36,412 - £52,068 -Sept 2024 rates) |
| <b>Contract</b>       | Permanent   |
| <b>Responsible to</b> | Senior Leadership Team and Headteacher                  |

## JOB PURPOSE

The post holder will:

- Manage the EYFS team effectively to secure high standards of learning and teaching, resulting in improved outcomes for pupils
- Ensure the effective use of resources
- Ensure provision meets the needs of all learners and follow referral pathways where external advice is required
- Manage all aspects of the day to day running of EYFS
- Contribute to the organisation and management of the school as part of the Senior Leadership Team, and promote the school within the local community

## IMPORTANT RELATIONSHIPS

- EYFS Team
- Senior Leadership Team
- Inclusion Lead
- Children, parents and carers including the Parents, Carers and School Association (PCSA)
- Members of the wider teaching and support staff team including voluntary and contract staff
- Key stakeholders e.g. governors, members of the local community and Extended School Provision
- Officers of the Local Authority (through Achieving for Children) - in particular the EYFS team
- The School Improvement Partner
- Professionals from other agencies such as Health and Children's Services
- All personnel associated with the Kingston Town Children's Centre based at the school

## MAIN DUTIES AND RESPONSIBILITIES

### Strategic Direction

- Contribute to the development and implementation of the educational vision which enables effective teaching and successful learning across the school, ensuring SLT are kept up to date with any national or local changes within EYFS
- Develop and implement policies and practice for the EYFS and the transition into KS1, in line with the school's commitment to high-quality teaching and learning
- Carry out monitoring activities, including: stakeholder voice, data analysis and lesson observations in order to evaluate EYFS practice and its impact on pupil achievement
- Write and deliver the action plan for the EYFS, based on monitoring activities and whole school development plan priorities
- Promote pupils' emotional, moral, social, cultural, physical and spiritual development
- Ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities, working with the Inclusion Lead as required
- Work with subject leaders to understand how their subject is developed at the EYFS and ensure progression over time
- Share outstanding EYFS practice, knowledge and expertise throughout the school, particularly in Year 1 and for those who need an adapted curriculum

- Work closely with the Local Authority on EYFS-related initiatives and national priorities
- Attend EYFS meetings and training sessions run by the LA and contribute to these where appropriate

### **Leading the Curriculum**

- Develop and review regularly the vision and aims for EYFS
- Ensure high standards of learning, teaching and behaviour for all children
- Ensure a high standard of physical and emotional care for all children
- Provide a strong, professional model as a classroom practitioner
- Oversee the planning of a curriculum that:
  - is diverse and inclusive
  - meets the needs of all pupils and the requirements of the EYFS framework
  - is well sequenced to promote pupil progress towards the early learning goals (ELGs)
  - is effectively and consistently implemented across the EYFS
- Have an overarching responsibility for pupils' achievement and standards in the EYFS
- Ensure that targets are appropriate and challenging for each child and that year group targets are ambitious
- Ensure that the richness and diversity of the school's communities are reflected in the environment and curriculum
- Ensure a range of class-based and community-based learning experiences for pupils

### **Leading and Managing Staff**

- Lead the EYFS team in all aspects of their work ensuring continuity, progression and embedding of school policy and procedures
- Lead and support the development of 2-year-old provision in line with the school, local and government agenda
- Hold regular team meetings to keep staff informed of developments or changes
- Develop and maintain effective systems for planning, assessing and tracking children, that meets the requirements of the EYFS framework, and ensure that these are consistent and embedded in each class
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor teaching and learning to assess how well the EYFS curriculum is being implemented to ensure pupil progress
- Provide support to staff regarding teaching and learning, resources, and planning, including induction for new staff
- Provide feedback to staff based on observations to identify training needs and provide continuing professional development, with support from the Deputy Headteacher as necessary
- Use coaching and team teaching to improve practice
- Support staff in implementing early intervention strategies for children with SEND, leading on support pathways and collaborating with external agencies to ensure timely, effective provision
- Lead on EYFS behaviour
- Provide line management for staff within the team, acting as Appraisal Lead for a group of staff
- Mentor staff including students and ECTs as required
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

### **Efficient and effective deployment of resources**

- Manage the deployment of staffing across the phase, including managing absence and PPA
- Create a safe, welcoming environment and take care of the classroom accommodation
- Regularly audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure all resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS and across the school to ensure they are not over stimulating, are of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience

#### General

- Attend and contribute to weekly SLT meetings
  - Assist in the monitoring and evaluation of school policy and practice, and contribute to the SEF, SIP report, SDP and school policies and procedures
  - Report to stakeholders as required
  - Maintain your expertise and knowledge through continued professional development
  - Support a collaborative ethos through working in partnership with staff, children, parents/carers and the community
  - Enable all pupils to develop their abilities and personalities, irrespective of race, gender, ethnic origin, disability, sexual orientation and social class
  - Take responsibility for additional leadership duties as necessary e.g. leading assemblies or INSET
  - Lead INSET/training for the EYFS team as required
  - Ensure excellent links between Kingston Town Children's Centre and school in order to improve outcomes for all children and families
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- Carry out any other duties as the Headteacher may reasonably direct.

These duties may be varied to meet the changing demands of the school and/or the developing career aspirations of the teacher. Any amendments will be subject to consultation between the Headteacher and the postholder.

The Royal Borough of Kingston upon Thames is an equal opportunities employer. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to DBS and online checks.

April 2025

## JOB DESCRIPTION – Class Teacher

### JOB PURPOSE

The post holder will:

-Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and meet the expectations set out in the Teachers' Standards.

This includes:

- Undertaking the planning, preparation, teaching, assessment and pastoral care of the pupils in their class as well as administrative duties in respect of the class and other general responsibilities in the school as agreed with the Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching

- Plan, prepare and deliver exciting and purposeful learning activities, in collaboration with colleagues and coordinators, to ensure that all pupils have access to a broad, balanced, relevant and stimulating curriculum in accordance with the school, LA and National requirements or guidelines.
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, in accordance with school policies and LA or National requirements, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils, ensuring that the provision meets the needs of all learners.
- Through target setting and personalised learning opportunities, set high expectations which inspire, motivate and challenge pupils to make good progress and achieve high standards.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests as required.
- Create a purposeful, motivating and inclusive learning environment in line with the school's policy, contributing to display for whole school projects, and the organisation of resource areas as required.
- Ensure children have access to a wide range of learning opportunities both in and out of school, drawing on the talents and expertise of a diverse range of organisations and professionals.
- Plan specific support and implement agreed strategies for targeted pupils (for example pupils with SEND or EAL or those who are entitled to Early Years Pupil Premium funding). Monitor their progress, evaluate impact (e.g. through SEND plans) and liaise with leaders and other agencies as required.

#### Whole-School organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's development plans, policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure improved outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Regularly review own work and practice and participate in continuing professional development activities, including the annual performance management cycle.

#### Health, Safety and Behaviour

- Work under the direction of the Leadership Team to provide a happy, caring and secure learning environment for all children in the school.
- Maintain due regard to health and safety, report any safety concerns and to carry out risk assessments when necessary to ensure the safety and well-being of all members of the school community.
- Undertake duties, supervision etc. in accordance with the school's organisation.
- Continually strive for high standards of work, behaviour, attendance and punctuality from children within the class and to contribute to the overall standard of good behaviour expected by all pupils throughout the school.
- Maintain good order and discipline among pupils, managing behaviour effectively, including those with complex needs, to ensure a good and safe learning environment.

### **Communication**

- Take part in the appraisal and professional development of others, where appropriate.
- Communicate clearly and work closely with parents/carers to improve outcomes for individuals
- Lead parent/carer meetings and contribute to school functions and events where possible, developing positive relationships with those within the school community.

### **Working with colleagues and other professionals**

- Develop effective professional relationships with colleagues.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Take part in further training and development in order to improve own teaching.
- Participate in regular staff meetings, CPD, discussions and management systems to ensure the co-ordination and development of the work of the school as a whole.

### **Personal and Professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out teacher's professional duties and responsibilities.
- Maintain confidentiality of information.

### **Management of staff and resources**

- Direct and supervise support staff working within the class, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff as appropriate.
- Deploy resources appropriately within the classroom environment, in line with school policy and practice.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **Other areas of responsibility**

- Carry out any other duties as the Headteacher may reasonably direct.

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder in the light of changes to King Athelstan Primary School or to provide appropriate development opportunities or the addition of any other duties.

This job description was last reviewed April 2025