

# CHANCERY EDUCATION TRUST

## Job Description & Person Specification

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Job Title:</b>	EYFS Leader/Teacher
<b>Line Management:</b>	Principal/Head Teacher

### Key Functional Relationships

- CEO
- Principal and Strategic Leadership and Management Team
- Head of Pastoral Support, all teaching and support staff
- Students & parents
- Directors of Chancery Education Trust
- Consultants and advisors
- External bodies

### Main Purpose of Job and Principal Accountabilities

1. To carry out the duties of a EYFS Teacher
2. Lead and support, hold accountable, develop and lead the phase team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils in Early Years Foundation Stage
3. To be a member of the School Leadership Team and make a significant contribution to the strategic development and direction of the school

#### EYFS Lead

The EYFS Leader will work in partnership with the Leadership Team to secure the Academy's success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement for all. The main responsibilities for this post are:

- To work with the SLT to accelerate progress for all pupils particularly in EYFS
- To support, develop and coach teaching and learning across EYFS and lower Key Stage 1, so that the school has a consistently good or better teaching
- To lead and co-ordinate assessment across EYFS, maximizing pupil and parental engagement
- To support day to day leadership in school

The EYFS will also have key accountabilities for:

#### Knowledge and Understanding

- What constitutes high quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising standards and outcomes for EYFS children

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership

### **Strategic Leadership**

- Help develop a highly effective Early Years team through effective systems
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes for children in Early Years
- Be able to present a coherent and accurate account of the children's performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including governors, the local community, Ofsted and others
- Lead by example, provide inspiration and motivation to your teams. Embodiment for the pupils, staff, governors and parents the vision, purpose and leadership of learning in EYFS
- Ensure that all teaching staff and non-teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of all EYFS children

### **Planning and Setting Expectations**

- Assist the Assistant Head Teacher in leading and managing the creation and implementation of an EYFS strategic plan, with particular emphasis on improving the quality of teaching, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, and securing school improvement
- Have high expectations of all pupils and staff
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities

### **Assessment and Evaluation in EYFS**

- To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary
- To contribute to the School Evaluation Form and write the EYFS SEF annually
- Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement
- Use this information to form annual action plans to inform address areas for improvements

### **Relationship with Parents and the Wider Community**

To support families with the induction and well-being of their child when they arrive in Early Years

- Ensure that parents are well-informed about their child's attainment and progress.
- To develop an effective partnership with parents and help them understand how they can support their child's learning and personal development
- Involve parents in the learning process through workshops and events

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- Develop effective relationships with the community; make meaningful connections with our feeder childcare providers and their parents

### **Managing and Developing Staff**

- Ensure that a professional demeanour and attitude is maintained by all staff in your team
- Lead professional development of staff through example, creating strong team work
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate
- Mentor trainee and newly qualified teachers and support the induction of any new staff in EYFS

### **Managing Resources**

Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money

### **Managing Own Performance and Development**

- Participate in arrangements for Appraisal and take responsibility for own professional development
- Priorities and manage own time effectively
- Work under pressure and to deadlines
- Sustain their own motivation and that of other staff in their phase

### **Other duties and Responsibilities**

- To undertake the duties of the Assistant Head Teacher in their absence
- To ensure the safeguarding of pupils
- Other duties that the Principal may from time to time ask the post holder to perform

### **Generic Responsibilities (Class Teacher):**

- To teach a class at any level throughout the school
- To be a committed and active member of the staff team and school community
- To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans
- To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release
- To maintain effective records of pupil progress of the assigned class, including groups and individual pupils, using Target Tracker, teacher assessment and any other agreed system
- To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- To be committed to the maintenance of high standards and equality of education throughout the school
- To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display should you decide the need for one
- To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school
- To become a member of a curriculum development team as part of the planned programme of professional development meetings
- To promote the vision, aims and values of the school and to contribute to their development
- To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policymaking.
- To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc)
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Principal from time to time

#### **Generic Responsibilities (Subject Lead):**

- To have responsibility - under the direction of the Principal - for the strategic leadership and management of (the subject)
- To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying and race equality
- To create a climate which enables all staff to develop and maintain positive attitude towards the subject and confidence in teaching it
- To ensure that the subject complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress
- To ensure the school complies with all relevant legislation, including health and safety, equal opportunities, Every Child Matters and the Code of Practice
- To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils
- To ensure that teachers - through short, medium and long term plans - are clear about the teaching of lesson objectives and understand the sequence of teaching and learning
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, gifted and talented and for pupils whose first language is not English
- To offer support and guidance to staff in the effective teaching of the subject, suggesting appropriate strategies and CPD opportunities to ensure high standards.
- To ensure that all new staff, including NQTs are appropriately trained, supported and assessed, under the direction of the Assistant Head Teacher.
- To liaise with relevant members of staff including the leadership team, school nurse, EP and EWO.
- Lead, CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise
- To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- To establish and implement clear policies and practices for assessing, recording and reporting

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

pupils' attainment and progress.

- To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school development plan.
- To liaise with the leadership team to ensure that secure judgements are made about overall effectiveness for the subject, based on systematic self-evaluation.
- To maintain an evidence file for inclusion in the SEF.
- To establish staff and resource needs and advise the leadership team accordingly of likely priorities for expenditure.
- To allocate, deploy and maintain resources with the maximum efficiency to meet the objectives of the school and to ensure value for money.
- To maintain effective communication with governors, ensuring they are well-informed about subject plans, policies and priorities
- To take responsibility for your own professional development and keep up to date with recent developments in the subject
- To appraise members of staff as per the Capability and Appraisal policy
- To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers
- To develop partnerships with parents by involving them in their child's learning of the subject through effective means of communication both orally and in writing

#### **Generic Responsibilities Leadership Team**

- To lead by example and to express continually the school vision, values, aims and priorities of the school
- To contribute to management decisions on all aspects of policy, strategy, development and organisation
- To evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning
- To maintain and develop effective relationships with all stakeholders, including parents, governors, and other bodies outside the school
- To share responsibility for the school in the absence of the head, deputy and Assistant Head Teacher
- To attend leadership team meetings as required and to report to staff and governors as necessary

#### **Shared Responsibilities:**

With other members of the Strategic Leadership Team:

- To act as an appraiser and mentor to staff
- To participate in and support staff on duty rotas
- To support staff regarding matters of students' behaviour and discipline
- To assist with the organisation of annual, termly and day to day routines and with arrangements for special occasions
- To support promote and encourage academy activities
- To teach an allocated number of lessons
- To maintain a continuing commitment to professional development by working towards NPQH

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

or similar

- To ensure that IT is fully integrated into all aspects of the Job description
- Contribute to the overall ethos/work/aims of the academy and be aware of and support diversity and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section
- Undertake any other duties as directed by the CEO/Principal
- To uphold standards in public

#### Notes:

This job description can be amended at any time after consultation between the post holder and the CEO

It is likely that the responsibilities above could change or rotate as membership of the strategic leadership team develops

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## CHANCERY EDUCATION TRUST

### Person Specification

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Job Title:</b>	EYFS Leader/Teacher
<b>Line Management:</b>	Principal
Qualification and Experience	Evidence
<ul style="list-style-type: none"> <li>• QTS (Qualified Teacher Status)</li> <li>• Experience EYFS Lead</li> <li>• A higher degree or further professional qualifications</li> <li>• Management/leadership qualification at whole Trust level e.g., middle leader development programme, NPQH, etc.</li> <li>• Experience of leading CPD</li> <li>• Proven track record in raising standards</li> </ul>	
<b>EYFS Leader Teachers should be able to demonstrate their ability in:</b> <ul style="list-style-type: none"> <li>• Proven experience of a variety of whole Trust challenges successfully met with an open-minded attitude, optimism and determination</li> </ul>	
<b>EYFS Leader/Teacher should be able to demonstrate their knowledge, experience and understanding of:</b>	
<b>Shaping the future</b> <ul style="list-style-type: none"> <li>• Confident in the use of IT based management information systems</li> <li>• The ability to show knowledge of child development theory and demonstrate its impact on curriculum development</li> </ul>	
<b>Leading teaching and learning</b> <ul style="list-style-type: none"> <li>• A talented, successful and outstanding early years classroom practitioner</li> </ul>	
<b>Developing self and others</b>	

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<ul style="list-style-type: none"> <li>• Strong evidence of continuous and ongoing professional development and recent and relevant training.</li> </ul>	
<b>Managing the organisation</b> <ul style="list-style-type: none"> <li>• Experience of leading a curriculum change and be able to demonstrate its impact</li> <li>• The ability to both lead and be an integral part of teams of varying types within the Trust organisation</li> <li>• Knowledge of and adherence to legal issues relating to managing the academy including the single equality statement</li> <li>• Maintain appropriate levels of confidentiality with regards to school business</li> </ul>	

<b>Securing accountability</b> <ul style="list-style-type: none"> <li>• Thorough understanding of and experience of pupil target tracker or similar</li> </ul>	
<b>Strengthening community</b> <ul style="list-style-type: none"> <li>• A commitment to be fully involved in the extra-curricular life of the Trust</li> <li>• A subject specialism that can be offered to widen the opportunities for the children and the community of the Trust</li> </ul>	
<b>Safeguarding and promoting the welfare of children</b> <ul style="list-style-type: none"> <li>• Safeguarding issues and current legislation</li> <li>• Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>	
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Flexibility and willingness to learn</li> <li>• Strong interpersonal skills</li> <li>• Effective communication and presentation skills</li> <li>• A sense of humour</li> <li>• The ability to work under pressure and meet deadlines</li> <li>• The ability and determination to make things happen</li> </ul>	

*Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*