

Paddock Wood Primary Academy

Job Description

Position: EYFS Lead

Responsible to: Principal

Role Purpose: In addition to the expectations detailed in the DfE Teacher Standards and Teacher Pay and Conditions Document, the post holder will play a major role as part of the wide leadership team.

Key Responsibilities

- Contributing to setting out and embedding the visions and values of Paddock Wood Primary Academy, and of Leigh Academies Trust.
- Establishing and releasing action plans, policies and targets.
- Monitoring progress towards achievement of these objectives.
- Sharing outcomes with staff, parents and Governors.
- Managing a staff team.
- Taking responsibility for an EYFS budget.
- Leading a whole school curriculum subject.

Essential Qualifications

- Qualified Teacher Status
- Experience of leading a subject and or a team.
- A record of continuing professional development.

Person Specification

Experience:

- A proven record of successful teaching and outcomes for children in the Early Years.
- A good understanding of Early Years philosophy and pedagogy.
- Experience of leading whole school initiatives.
- Experience of working with families and external agencies.
- An understanding of safeguarding and child protection responsibilities.

Practical Skills:

- Excellent professional relationships with children and families.
- Excellent classroom teacher.
- Excellent interpersonal skills.
- Good management skills.
- High level of English and Mathematical skills.
- Good IT skills.
- Ability to think creatively and imaginatively.
- Understanding of characteristics of effective learning.
- Ability to develop quality learning opportunities beyond the classroom.
- Personal Qualities and Attributes:
 - Ability to work autonomously and as part of an inclusive team.
 - Warm personality, in tune with the needs of every pupil.

Main Activities:

Be an active member of the wider leadership team.

Play a major role in formulating, implementing, monitoring and reviewing the Academy

Achievement Plan

- Line manage teachers and TAs within the Early Years team.
- Organise and co-ordinated the smooth transition from home to nursery and school
- and on into KS1.
- Link effectively with other EYFS teams in the Leigh Academies Trust.

Curriculum:

- Lead practice and model for other practitioners through monitoring, moderating judgements and highlighting CPD requirements for the team.
- Create constant opportunities for independence and resilience through the consistent teaching of routines and rituals for all learners.
- Create opportunities for creativity to lead child-led learning throughout the broad and balance EYFS curriculum.

Assessment:

- Collate and accurate baseline for learning for all pupils in EYFS, both in the nursery and Reception.
- Closely monitor progress of all groups of pupils ensuring that target setting is robust and that these are aspirational to ensure pupils are in the best place to be KS1 ready at the end of Foundation Stage.
- Link with other schools and settings to moderate judgements and have professional dialogue to verify decisions made and next steps for groups of pupils.

Liaison:

- Liaise with the leadership team, other staff and the Academy to describe clearly where pupils are doing well and where there needs to be additional intervention, including plans for this.
- Link with families and Governors to share in the children's achievements and encourage close involvement.
- Promote the image of the school within the local community.

General:

- Support with other leaders the general running of the school, and be proactive in reporting any concerns, especially those relating to Health and Safety, and performance.
- Notice when staff are working hard, achieving well and making a difference and actively praising and informing the Principal of this.