

EYFS Lead Teacher Job Description

The Futures Trust and Camp Hill Primary School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| Responsible to | Headteacher |
| Grade | Qualified Teacher with TLR |
| Hours | Full Time |
| Location | Based at Camp Hill Primary School |

Job Purpose

You are required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay and Conditions Document. The post requires you to teach pupils in the age range 2-5.

Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice
- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.

- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Phase Management

- Be responsible for curriculum standards and progression across EYFS.
- Co-ordinate all aspects of EYFS.
- Ensure the effective deployment of support staff and resources (ICT and consumables) informed by curriculum mapping.
- To actively promote and develop partnerships with parents which recognises the worth of their contribution to their child's education.
- Monitor the teaching and learning of others, contributing to the school's performance management process and coaching, mentoring and training colleagues across the school. • Challenge underperformance in learning and teaching in the EYFS by promoting a high challenge/high support culture.
- Ensure good liaison / communication within the phase / phases pre and post EYFS, working to support transition.
- Lead EYFS phase group meetings.
- Line manager for all EYFS staff.
- Develop and monitor assessment procedures, developing moderation processes.
- Lead parental meetings linked to induction, curriculum, etc.
- Work across the collaborative of schools, sharing and disseminating best practice.
- As a member of the Senior Management Team make a significant impact on school improvement, through contributing to school self-evaluation and the school development plan.
- Contribute to the strategic development and direction of the school.

Curriculum

- Monitor and evaluate the delivery of the EYFS curriculum throughout the Foundation Stage.
- Control and evaluate materials and equipment for the teaching of EYFS throughout the school.
- Keep up to date with current educational thinking/research. To take part in training and disseminate to colleagues where necessary.
- Liaise with other schools and agencies.
- Promote interest and understanding in EFYS. Specific targets and developments will be identified in the SDP.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.