

Job description - EYFS Leader

Job purpose

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core vision and values of the school, both inside and outside the classroom.
- Ensure high levels of progress and attainment from all pupils.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Ensure that the current national standards for teachers are met.
- Lead an area of the curriculum (unless NQT).

Specific responsibilities

- Be a member of the school's Senior Leadership Team.
- Lead the EYFS.
- Lead KS1 and KS1 Assessment.
- Be committed to achieving excellent results.
- Be able to successfully implement strategies for raising achievement and ensuring effective teaching and learning.
- Possess the ability to lead, motivate and inspire confidence.

General responsibilities

- Implement specific school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Uphold and comply with the school's policy in respect of child protection and safeguarding matters.
- Support the Catholic ethos and life of the academy.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupil's learning.
- Provide a stimulating environment both indoor and outdoor, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Actively promote, support and encourage the school's ethos and its objectives, through good practice, policies and procedures as agreed by the governing body.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.



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- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the foundation unit.
- Participate in the performance management system for the appraisal of their own performance.
- Endeavour to build up a good relationship with the children, so that they will look to the teacher for support and advice.
- Use the school's Marking and Feedback policy.
- Carry out assessment programmes, as agreed by the school.
- Establish good relationships with staff, parents and pupils, encourage good working practices and support staff in the team.
- Maintain an accurate register of attendance (SIMS) and do everything possible to encourage good attendance.
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Be confident and competent using IT to support teaching and learning, including the use of SMS.
- Be required to perform any other reasonable tasks after consultation.
- To uphold and comply with the school's policy in respect of child protection and safeguarding matters.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Category/item	Essential	Desirable	Evidence
Qualifications			
Qualified teacher status.	X		AI
Further qualifications in a related subject.		X	AI
Experience			
Substantial and broad experience of teaching across the Primary Sector.		X	
Knowledge and understanding			
Knowledge and understanding of the EYFS and Primary Curriculum and its application.	X		I
Knowledge of strategies that promote equal opportunities for all.	X		I
Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice.	X		I
Leadership skills			
Ability to lead and deploy staff to work as individuals and as a team.	X		AI
An understanding and experience of effective teamwork.	X		I
Ability to set standards and provide a role model for staff and pupils.	X		I
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Ability to contribute to a Curriculum Team.	X		AI
Ability to motivate and inspire.	X		I
Curriculum			
A thorough understanding of Primary Curriculum including the processes involved in curriculum review and development.	X		AI
Up to date knowledge of national priorities to support school improvement.	X		I
Resources			
Ability to work and deploy staff and resources effectively.	X		I
Communication			
Ability to communicate effectively in a verbal and written form to a range of audiences	X		IA





OUR LADY OF LOURDES

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