



LEO Academy Trust

Early Years Foundation Stage Leader - Job Description	
Position:	Early Years Foundation Stage Leader
Reports to:	Executive Principal / Principal / Vice Principal
Purpose of the Post:	<p>To take a lead in ensuring the highest standards and expectations with regard to the planning, assessment and delivery of the curriculum.</p> <p>To be a Leader of Learning for a core or foundation subject.</p> <p>To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Senior Leadership Team.</p>
Based at:	Brookfield Primary Academy
Scale:	L1-3 including Outer London Allowance
Contract	Full time and permanent

Employment Duties and Responsibilities:

Part 1

1. This job description is to be carried out in accordance with agreed school policies and the provisions of the School Teachers' Pay and Conditions Document.
2. Meet the Professional Standards for Teachers.
3. All staff are to work in accordance with agreed school policy and procedures, school handbook and staff annual review of procedures.

Part 2

Particular Duties:

- To be an exemplary class teacher and to take a lead in ensuring excellent teaching in every subject in the phase you manage;

- To be responsible for ensuring the effective use of assessment and monitoring of standards and attainment across your phase;
- To take responsibility for the co-ordination of the phase, ensuring a broad and balanced provision within the delegated budget.
- To work with the Senior Leadership team to oversee the successful implementation of new initiatives, taking full account of relevant national and local agenda;
- To be responsible for the effective planning, teaching and assessment of a class designated by the Executive Principal;
- To take a leading role in the extra-curricular activities of the school;
- To undertake the role of Team Leader in the school performance management programme;
- To ensure equal opportunities with regard to all aspects of practice and provision;
- To maintain discipline in accordance with the behaviour policy;
- To attend meetings, contribute to discussions and management systems necessary to coordinate the work of the school as a whole.
- To contribute an annual review of the year's work to the School Development Plan process and to formulate plans for the next year based on the outcomes of that review.
- To help lead the significant development of your phase leading CPD activities for staff as appropriate.
- To prepare written or oral reports to the Executive Principal, governing body or working parties thereof as required.
- To undertake any other duties as may reasonably be directed by the Executive Principal.

General Information	
Equality of Opportunity	<p>As a staff member of LEO Academy Trust you will-</p> <ul style="list-style-type: none"> • Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • Treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the Trust's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Carry out any other duties as reasonably required. • Participate in the ongoing development, implementation and monitoring of the school development plan. • Attend regular meetings as required and make a positive contribution during meetings.
Safeguarding	<ul style="list-style-type: none"> • Be aware of and complying with policies and procedures relating to safeguarding, reporting all concerns to an appropriate person.

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect the needs of the school and Trust.

Prepared by: _____ Agreed by: _____

Date: _____ Date: _____

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have which shows how you could meet these requirements when writing your supporting statement.** If you are selected for interview you will be asked also to carry out a presentation to cover some of the skills and abilities shown below:

Education:

1. Holds Qualified Teacher Status.

Experience:

2. Substantial experience of successful teaching of primary age children.
3. Experience in some capacity of leadership and management on a whole school level.
4. Experience of leading a whole school improvement project, with successful outcomes would be desirable.
5. Conversant with a variety of assessment and monitoring strategies, designed to raise attainment and progress.

Commitment and ability:

6. Able to demonstrate how your current role has impacted positively on pupil attainment and progress.
7. Commitment to keeping up to date with current educational trends and initiatives, and to ensuring these are communicated effectively to appropriate stakeholders.
8. Provide professional leadership, set standards, motivate and foster team spirit, promoting good staff relationships.
9. Commitment to monitoring and evaluating standards of teaching and learning, in order to ensure the highest expectations, aspirations and attainment.

10. To be enthusiastic about working within a climate of positive change. Able to assimilate new ideas and procedures into own practice and model this to others.
11. Ability to successfully organise own workload and that of others.
12. Ability to work to agreed deadlines.
13. Commitment to professional development of self and others.
14. Be an outstanding and innovative classroom practitioner.
15. A commitment to effective inclusion to cater for all needs in a primary mainstream school.
16. Commitment to developing and extending effective community links and partnerships.
17. Within the phase you will co-ordinate, have the ability to analyse data, identify trends and suggest appropriate action in the best interests of the school.
18. Communicate effectively, both orally and in writing across a variety of situations.
19. Commitment to celebrating the multi-cultural school population.
20. Commitment to ensuring equality of opportunity with regard to all aspects of school life.
21. A commitment to all aspects of the extra curricular life of the school.
22. Ability to help shape the school's vision as part of the MLT
23. Ability to make outstanding use of Computing and New Technologies across a variety of situations.

24. Carry out effective lesson observations making valid judgements, which are externally validated.
25. Work in partnership with the governing body, communicating effectively to them when necessary.
26. Ability to deliver INSET and CPD to all staff.