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**St. Leonard’s Primary School**

**EYFS MANAGER/CLASS TEACHER**

**PERSON SPECIFICATION**

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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **MEASURED BY** |
| **Qualification and Skills** |
| * Qualified Teacher Status
 | x |  | A |
| * Graduate
 | x |  | A |
| * Competent ICT User – IWB
 | x |  | A/I |
| **Experience and Knowledge** |
| * At least three years’ experience of teaching Reception
 | x |  | A |
| * Experience of teaching Nursery
 |  | x | A |
| * Experienced in the successful leadership of EYFS
 | x |  | A/I |
| * Clear understanding of Development Matters to promote standards and progress
 | x |  | A/I/O |
| * Knowledge of strategies to support learning, progress and standards across EYFS
 | x |  | A/I/O |
| * Knowledge of differentiation techniques to promote the learning of all children
 | x |  | A/I/O |
| * Proven knowledge and experience of using robust marking and assessment techniques to improve standards and raise attainment
 | x |  | A/I/O |
| * Proven knowledge and experience of successful behaviour management strategies
 | x |  | A/I/O |
| * Experienced and knowledgeable in leading a subject
 | x |  | A/I |
| * Experienced and knowledgeable in leading Music
 |  | x | A/I |
| * Experience of teaching and managing SEND, Pupil Premium and vulnerable children
 | x |  | A/I/O |
| * Experience of writing, delivering and reviewing Learning Support Plans
 | x |  | A/I |
| * Sound knowledge of safeguarding legislation and policy
 | x |  | A/I |
| **Professional Skills and Abilities** |
| * Ability to plan and deliver outstanding lessons to meet the needs of all learners across all areas of their development
 | x |  | A/I/O |
| * Ability to maintain high standards of behaviour and excellent discipline using positive strategies
 | x |  | A/I/O |
| * Ability to promote a thirst for learning in all pupils
 | x |  | A/I/O |
| * Ability to motivate and inspire others including the effective development and deployment of teaching assistants in class
 | x |  | A/I/O |
| * Ability to follow and adhere to rigorous planning and marking criteria, ensuring all pupils can access learning
 | x |  | A/I/O |
| * Be able to enter, analyse and understand class data against National data and provide evaluation to Headteacher on at least a termly basis
 | x |  | A/I |
| * Demonstrate creative and innovative approach to learning and development
 | x |  | A/I/O |
| * Willingness to undertake further professional development
 | x |  | A/I |
| * Clear written and oral communication skills using Plain English
 | x |  | A/I/O |
| * Ability to interpret and analyse

attainment data to identify learning needs and set targets | x |  | A/I |
| * Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships
 | x |  | A/I/O |
| * Ability to create and maintain a safe, happy, stimulating and well-organised classroom and phase
 | x |  | A/I/O |
| * Ability to undertake high quality

observations of young children’s learning and development to inform planning | x |  | A/I/O |
| **Leading and Managing Staff** |
| * Willingness to support the Headteacher in developing positive working relationships with and between all pupils and staff in the EYFS
 | x |  | A/I |
| * Ability to support the appraisal process as required and use the process to develop personal and professional effectiveness
 | x |  | A/I |
| * Proven ability to provide support to NQT’s, supply teachers, teachers, Nursery Nurses and support assistant in the EYFS
 | x |  | A/I |
| * Be able to inform Headteacher and governors about polices, plans and priorities for the EYFS
 | x |  | A/I |
| * Ability to recognise high quality EYFS practice and to model this for others
 | x |  | A/I |
| * Ability to lead other adults as well as work collaboratively as part of a team
 | x |  | A/I |
| * Ability to train, support and challenge others when necessary
 | x |  | A/I |
| **Personal Skills and Qualities** |
| * Passionate about education and committed to raising achievement of all pupils
 | x |  | A/I |
| * Set high expectations for self and pupils
 | x |  | A/I/O |
| * Well organised approach to planning and marking
 | x |  | A/I/O |
| * Ability to work on own initiative and as part of a team making positive contributions to school and pupil success
 | x |  | A/I |
| * Ability to manage busy workload and meet deadlines
 | x |  | A/I |
| * Knowing when to seek advice and support
 | x |  | A/I |
| * Support the ethos and values of the school
 | x |  | A/I |
| * Have a flexible approach to meet the needs of the school and pupils
 | x |  | A/I |

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| **Key** |
| **A** | **Application** |
| **I** | **Interview** |
| **O** | **Observation in own school** |