



Job Description: Leader - EYFS

The Directors and staff at the LFLT schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment

Job Title: Leader - EYFS

Salary: Current salary +TLR 2

Leadership Role

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions document, including UPS criteria.
- Assist the Headteacher in the organisation, leadership and development of a key stage, year group and/or other areas of the school.
- Carry out teaching duties as required across the school.
- Work in collaboration with the other schools within the Trust.

Duties and responsibilities

Shaping the future

- Support the Headteacher and Governance Committee in establishing a vision for the future of the school and ensure that this vision is communicated to and upheld with all staff.
- Play a leading role in ensuring that the quality of teaching and provision in school is good or better.
- Contribute to the school's self-evaluation process as directed by the Headteacher.
- Lead whole school policy change in education by modelling and supporting colleagues with direct proven impact.

Leading teaching and learning

- Be an excellent role model, mentor or coach to colleagues exemplifying a high standard of provision across the school and promoting high expectations for all members of the school community, with proven impact on pupil progress.
- Work with the Headteacher and the Senior Leadership Team to raise standards in the school and across the Trust.
- Lead on development of actions from a school improvement plan.
- Lead an additional subject area across the school with proven impact.
- Assist the Headteacher and Senior Leadership Team in leading the school through strategic planning and the formulation of policy for the school.
- With the Headteacher, be responsible for implementing robust systems for monitoring and evaluating outcomes across the school and across schools within the Trust.

Developing self and working with others

- Ensure the health, safety and welfare of pupils and staff in School.
- Work closely with the Headteacher to ensure an appropriate programme of professional development for all staff, to ensure improved outcomes.
- Work in partnership within the school and Trust and with local childcare/educational providers and health care providers.
- Implement and manage an effective parent liaison programme, ensuring regular communication and interaction with parents.
- Attend regular team meetings, SLT meetings and training as required by the Headteacher.
- Be responsible for marketing the school through the development and implementation of marketing strategy in the local area, if required.



- Establish and maintain effective working relationships with partner agencies providing services for children.

Leading and managing

- Lead with the Headteacher and SLT to ensure that the school meets its statutory requirements.
- Ensure the school is equipped with suitable, high-quality materials which enhance the environment and create outstanding learning opportunities.
- Manage, monitor and accurately account for any budget that falls within your responsibility.
- Support where necessary in the Trust to ensure high standards of learning.
- Assist in recruitment and to support a staff team with the appropriate skills, qualifications, experience and qualities, ensuring the school is staffed to the required levels at all times.
- Participate in the appraisal process and be responsible in leading an appraisal team.
- Work collaboratively with local schools, and within the Trust, to effectively manage the transition of pupils to, from and within the school.

Securing accountability

- Through lesson observations, book sampling and use of data, hold the team to account for the quality of provision.
- Use data to understand strengths and weaknesses of the team, including preparing planning actions to further develop the learning outcomes for children.
- Carry out any other reasonable tasks as deemed appropriate by the Headteacher.

Class Teacher

Job Purpose

The Class Teacher will:

- Carry out the duties of this post with the remit outlined in the School Teachers' Pay and Conditions document.
- 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 values of the school, both inside and outside the classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Ensure that the current national conditions of employment for schoolteachers are met.
- to consistently meet the Teachers standards as outlined by DFE.

Duties

The Class Teacher will:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Teach high quality stimulating lessons appropriate to the children's needs and abilities.
- 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 constructive and supportive relationships with parents.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.



Learning for Life

Stronger together



- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- To promote and follow school improvement plans.
- To work in collaboration with the other members schools of the Trust.