



# MANOR DRIVE PRIMARY ACADEMY

Porter Avenue, Peterborough, PE4 7EP

## JOB DESCRIPTION

<b>Post Title</b>	<b>Early Years Foundation Stage Phase Leader TLR2D</b>
<b>Purpose</b>	<p>The key purpose of the post will be to oversee and manage the EYFS Phase, including implementing the curriculum, leading on outstanding teaching and learning, and ensuring that high levels of achievement are maintained. There will be line management responsibility for other staff.</p> <p>The Postholder will work closely with the Headteacher to build the ethos of the academy, to develop the curriculum and the pedagogical approach.</p>
<b>Reporting To</b>	Headteacher
<b>MAIN RESPONSIBILITIES</b>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"><li>● To secure and sustain effective teaching and learning throughout the Phase.</li><li>● To maintain high standards of pupil attainment within the Phase.</li><li>● To assist in evaluating the quality of teaching and standards of pupil achievement.</li><li>● To implement systems for recording pupil progress.</li><li>● To ensure planning is developed appropriately and evaluate the impact on teaching and learning.</li><li>● To oversee any examinations that occur within the Phase, ensuring compliance with external examination procedures.</li><li>● To be an exemplar of good practice in terms of own classroom teaching, planning and organisation.</li></ul>
<b>Curriculum and Pedagogy</b>	<ul style="list-style-type: none"><li>● To collaborate with the Headteacher and other leaders to develop and deliver an appropriate, comprehensive and high quality curriculum.</li><li>● Monitor the progress of curriculum plans within the relevant year groups and evaluate the impact on teaching and learning.</li><li>● To assist the Leadership Team in developing a pedagogical approach for the Phase.</li><li>● To actively engage in research with regard to teaching and learning.</li></ul>

<b>Operational and Strategic</b>	<ul style="list-style-type: none"> <li>● Contribute to the vision and ethos of the school and represent its views and interests.</li> <li>● To foster positive relationships with colleagues, parents/carers and the local community, in order to project a positive image of the school.</li> <li>● To be part of the Senior Leadership Team and contribute to the development of the School Improvement Plan, monitoring its progress and effectiveness.</li> <li>● Develop and implement policies and practices which reflect the school's commitment to high achievement and which are consistent with national strategies and policies.</li> <li>● Establish short, medium and long term plans for the development and resourcing of the Phase.</li> <li>● Take a lead in securing and embedding, within the Phase, the pastoral and behavioural support systems present in the school.</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>● To provide the support, challenge, information and development necessary to sustain, motivate and secure improvement in teaching and learning of the subjects across the Phase.</li> <li>● Develop coaching and mentoring systems to ensure the support and development of all staff.</li> <li>● Plan, delegate and evaluate work carried out by teams and individuals.</li> <li>● Promote a creative and collaborative working environment.</li> <li>● Create, maintain and enhance effective relationships.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>● Manage, monitor and account for budgets within your area.</li> <li>● Comply with school policies and guidelines.</li> <li>● Carry out the duties of a classroom teacher as outlined in the School Teachers' Pay and Conditions Document.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>● To develop, encourage, monitor and review equal opportunities in the School, to ensure that all students and staff can achieve their full potential.</li> </ul>
<p>This School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.</p>	
<p><b><u>Variation Clause:</u></b></p> <ol style="list-style-type: none"> <li>1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Headteacher in consultation with the Postholder.</li> <li>2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.</li> </ol> <p><b><u>Flexibility Clause:</u></b></p> <ol style="list-style-type: none"> <li>1. Other duties and responsibilities express and implied which arise from the nature and character of the post, consistent with funding.</li> </ol>	