

## Job Description: EYFS Phase Lead

<b>Reporting to:</b>	<b>Principal</b>
<b>Location:</b>	<b>White City, West London</b>
<b>Contract:</b>	<b>Fixed Term for 1 academic year (maternity cover)</b>
<b>Working Pattern:</b>	<b>Full time</b>
<b>Salary:</b>	<b>Ark MPS/UPS (£32,960 – £52,976) pa – depending on experience + TLR 2B</b>

### The Role

As the EYFS Phase Lead, you will develop, lead and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment in Early Years. You will lead a professional community of early years educators and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

You will be instrumental in our mission to provide every student a great education and real choices in life, regardless of their background. A passionate practitioner, you will deliver high-quality, rigorous lessons that drive achievement and inspire a love of learning that extends beyond the classroom.

### Key Responsibilities

#### Leadership and management (with the support and direction of the SLT)

- Enable all early years educators to achieve expertise in teaching and planning, through coaching and support, as well as through the provision of CPD and inset training days
- Assist the academy leadership team, in monitoring, evaluating and continually improving the quality of planning, teaching and learning, and assessment of all members of the early years team
- Develop strong partnerships and ensure regular communication with parents and carers

#### Improving Teaching & Learning

- Design, oversee, monitor and evaluate an engaging and challenging curriculum that inspires children and develops their skills and knowledge, while identifying clear targets, timescales and success criteria for its development
- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Ensure continuity and progression in the early years/aspect of teaching by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work
- Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

## **Teaching**

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to ensure progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment enabling students to focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

## **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: EYFS Teacher

### Qualification Criteria

- Qualified to teach and work in the UK / relevant EYFS qualification
- Qualified to degree level or above
- Proven experience of teaching and/or leading within an EYFS school environment

### Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all students in a challenging classroom environment
- Experience or knowledge of early child development
- Sound knowledge of the legislation and guidelines of the EYFS
- Excellent understanding of both phase and general teaching pedagogy
- Knowledge of the national education system, the EYFS curriculum, and the changing face of assessment
- Effective and systematic behaviour management
- Be or demonstrate the potential to become an outstanding teacher

### Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*