

## **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>Permanent</b>
<b>Working Pattern:</b>	<b>Full time</b>
<b>Salary:</b>	<b>Ark MPS + 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 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 practitioners to achieve expertise in teaching and planning, through coaching and support
- Assist the academy leadership team, in leading, monitoring, evaluating and continually improving the quality of planning, teaching and learning, and assessment of all members of the early years team
- Help establish and maintain high standards of behaviour across the EYFS and ensure the setting provides a nurturing environment helping our children to develop as happy, thriving people and successful learners
- 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 and engages children and develops their skills and knowledge ensuring high achievement
- Model great teaching, lead collaborative planning and development, including the creation and sharing of resources and best practice within the school and with our partner school
- Monitor the EYFS through rigorous and regular observation and engagement with children, coaching visits, work scrutinies, and provide detailed, constructive feedback to all staff in the EYFS
- Use data to inform practice and provision, identifying gaps and trends, areas for intervention, planning and measuring impact
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that our children can thrive
- 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, children 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 professionalism, 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 Phase Lead

### 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

- A great classroom practitioner
- Demonstrable commitment to raising attainment of all children
- Experience and knowledge of the EYFS curriculum and framework and child development and pedagogy
- Good knowledge of the legislation and guidance for the EYFS
- Preferably experience of having led, or significantly contributed to the success of the EYFS in a school
- Experience and understanding of how to improve and sustain an effective behaviour policy
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

### Behaviours

- Genuine passion for and a belief in the potential of every child
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding of how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every child, regardless of background
- Highly effective team member
- High level of self-awareness and self-management
- High expectations of self and others
- Act as a great role model for the whole school community
- 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 great 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 children
- 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.*