



All Saints CofE Primary School and St John's CofE Infant School



Job Title: EYFS Phase Leader
Reports to: Co Head of Schools
Pay grade: MPS/UPS + TLR

Job Description

Purpose of job:

The EYFS Phase Leader, under the direction of the Co Heads of Schools, will lead their own class, two other YR classes and a nursery setting:

Main duties:

The EYFS phase leader will:

- Be responsible for day-to-day operation of the Early Years Phase coordinating and liaising with all teachers and teaching assistants to ensure communication is kept up to date
- Deliver high quality lessons that demonstrate outstanding teaching standards
- Liaise with other phase leaders across the school to support with cover and organisation of adult deployment to ensure best outcomes on a wider scale
- Establish clear targets for pupil achievement and evaluate progress through the use of appropriate assessment
- Organise out of school trips, including adult support, travel, risk assessments and finances
- Be aware of pupils' capabilities and prior knowledge, planning teaching to build on these, demonstrating knowledge and understanding of how pupils learn.
- Implement whole school strategies to support behaviour for learning.
- Plan and undertake enrichment & extension activities where possible to consolidate and extend the knowledge and understanding pupils have acquired.
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviours which are expected of pupils.
- Promote the safeguarding and welfare of all pupils within the school, raising any concerns in accordance with the school's protocols and procedures.
- Maintain a secure up-to-date knowledge of relevant subject areas through participation in training and development opportunities identified by the school or as an outcome of the appraisal process.
- Set appropriate homework in line with SLT / school guidance.
- Support the development the pupils' reading, writing, mathematics, and communication skills through the curriculum.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English at all times.
- Carry out any breaktime and lunchtime duties as directed.

Subject Leadership role

- Lead a national curriculum subject by example across both settings
- monitor your subject effectively to ensure best possible outcomes within it for all pupils
- Support colleagues in the planning, delivery and assessment of it

Leadership and management role

- Prepare and review information the governing board is required to publish
- Contribute to the SIP and whole-school policy
- Lead INSET for staff

- Ensure records are maintained and kept up to date
- Communicate regularly with parents/carers
- Work with KS1 phase leader to ensure smooth pupil transition to KS1 all relevant information is conveyed and support for the pupils
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Hold staff to account for behaviour and attitudes in line with our schools' vision and values

The EYFS Phase Lead will be required to follow both schools' policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS Phase Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by school needs and the Co Heads of Schools.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Degree ➤ Evidence of recent and relevant qualifications and training
Experience	<ul style="list-style-type: none"> ➤ Teaching experience ➤ Experience of working at a whole-school level ➤ Involvement in self-evaluation and development planning ➤ Experience of conducting training/leading INSET ➤ Experience line managing other people
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the National Curriculum and Early Years Curriculum ➤ Ability to plan, teach and assess effectively a range of pupils ➤ Secure subject knowledge, particularly of early literacy and numeracy ➤ Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils ➤ Commitment to the development and maintenance of positive partnerships between the school, parents and the community
Personal qualities	<ul style="list-style-type: none"> ➤ Highly motivated, energetic and enthusiastic teacher who is approachable and promote positive relationships ➤ A proven track record as an excellent, creative practitioner who motivates children ➤ Commitment to getting the best outcomes for pupils and promoting the both schools vision and values ➤ Effective administrative and organisational skills ➤ Ability to communicate orally and in writing to a wide range of audiences ➤ Ability to manage effectively pupil behaviours and to have a commitment to a high level of pastoral care, working knowledge of ICT for teaching and administrative purposes ➤ Commitment to safeguarding and equality ➤ Commitment to both schools and Trust

Last review date: February 25

Next review date: February 26