

# St Michael with St John Church of England Primary School



*Nurture, Inspire, Achieve!*

## **JOB DESCRIPTION**

**POST:** EYFS Team Leader

**GRADE:** MPS/UPS + TLR 2.1

**RESPONSIBLE TO:** Headteacher

### **1. JOB OUTLINE**

In addition to the responsibilities of a class teacher, as set out in the class teacher job description, Teachers' Standards and the school teachers' pay and conditions document, the postholder will carry out TLR professional duties as described below and in accordance with the school's policies.

### **2. JOB PURPOSE**

- To lead and manage the EYFS Team to provide high quality learning for all children within a secure, happy and caring learning environment
- To lead on the implementation of latest EYFS Framework, ensuring that all statutory duties are met.
- To liaise effectively with senior leaders to ensure consistency of approach in teaching and learning and the highest quality of education for all pupils
- To contribute to, and promote, the Christian vision, culture, values and ethos of the school
- The Early Years Team Leader will be part of the school's extended leadership team.

### **3. MAIN AREAS OF RESPONSIBILITY**

#### **Leading, developing and enhancing the teaching practice of others**

- Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained in all areas of the curriculum.
- Lead a subject area across the school.
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
- To liaise with staff and parents to support positive well-being and good behaviour across the EYFS phase.
- To be a strategic and supportive member of the wider senior leadership team.
- Provide guidance to staff in marking and assessment for learning and standards expected.
- To support colleagues to create a stimulating and well organised environment for learning.
- To take an active role within the school's appraisal policy in addition to supporting and promoting continuous professional development to ensure effectiveness and development of all staff.

#### **Management responsibility**

- To ensure the smooth and effective running of the EYFS phase on a daily basis.
- Organise and hold regular phase meetings to ensure good communication, consistency in practice and good pupil progress,
- To promote the maintenance of a tidy, well ordered area for the EYFS phase, which supports and reinforces learning, with high quality displays.
- Ensure that the EYFS areas of school are orderly.
- Update teachers and support staff of changes to school policy and ensure they are implemented effectively.
- Liaise closely with staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.

- Liaise with staff to ensure smooth transition from EYFS phase to Key Stage One, including co-ordination of the 'handover' of relevant documents.
- Induct, support and monitor new staff within the phase.
- Support the Headteacher in the deployment of staff and support those staff in their duties.
- Ensure that supply staff in the EYFS are clear about their roles – including teaching, timetables, rotas, intervention and support, etc.
- Liaise with senior leaders to manage support staff teams within the EYFS with regards to intervention programmes and timetabling.

### **Monitoring and evaluation**

- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
- Provide feedback to teachers and support staff, and disseminate examples of excellent planning and teaching.
- Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.

### **Other**

- Safeguard the health and safety of self and others in accordance with the school's safeguarding and Health and Safety policies.
- Undertake decision making and policy development across the school as appropriate.
- Lead the Early Years Team in ensuring effective communication with parents/carers, SLT, governors and the wider community.
- Attend and contribute to team meetings.
- Contribute to and provide evidence for the school Self-Evaluation Summary.
- Contribute and lead on specific areas of the School Development Plan.
- Lead in the creation and implementation of the school improvement plan and EYFS action plan.
- Implement and develop key initiatives across the school as required.
- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.
- Lead on developing aspects of the school's website in relation to your role.
- Lead singing, assemblies and acts of collective worship as timetabled / required.
- Responsibility to develop staff rotas and timetables alongside other Team Leaders and leaders.

## **4. EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

## **5. HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## **6. DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the school's and Blackburn with Darwen's pre-employment checks.

## **7. ADDITIONAL INFORMATION**

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in appraisal and development as required by the schools' policies and practices.

## **8. SUPERVISION**

The postholder is managed by the Headteacher and is a member of the school's Extended Leadership Team. The postholder manages and leads a team of staff across the Early Years Phase in the school.

## **9. REVIEW OF DUTIES**

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The postholder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

### **CONDITIONS OF EMPLOYMENT**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body and to uphold the school's policy in respect of child protection matters.

The postholder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the postholder.