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| **Childhaven Nursery School**  **Job Description for Leader of Early Language and Literacy (QTS)** |
| **Grade:** Main Pay Scale (according to School Teachers’ Pay and Conditions) up to M3 (1 year fixed-term contract in the first instance)  **Hours:** Full time  **Line Manager:** Head Teacher. The roles and responsibilities outlined in this post are covered by the latest School Teachers’ Pay and Conditions Document. |
| **Main Purpose of the Role**   * Be responsible for the welfare, development and education of 2 to 4 year-old children * Contribute to the development of our caring inclusive school and community, where there is equality of opportunity regardless of race, culture, gender or disability * Build partnerships with our families to support the development, progress and attainment of their children * Work effectively alongside other professionals in an open and caring manner * Maintain the positive ethos and core values of our school, both inside and outside the classroom * Develop own professionalism to ensure all Teacher Standards are met to a high standard * Lead high quality learning in the school as part of a wider staff team, working independently when the Headteacher is off site |
| **Duties**   * Ensure that planning, preparation, observation, assessment and reporting systems meet the requirements of the EYFS, and record children’s learning needs and achievements * Have high expectations of all children and work to make sure no child is left behind due to disadvantage * Make appropriate educational provision for all children with support from the SEND Co-ordinator and other specialist advisors * Maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school * Support children in becoming sociable, well behaved members of our school community, in accordance with the school’s behaviour policy * Develop a Key person role which fosters each child’s attachment and self-esteem and establishes relationships with their families which are based on warmth and mutual respect * Create an enticing, stimulating and exciting learning environment inside and outside, responsive to children’s learning needs, by arranging for resources, equipment and materials to be available in such a way that they are easily accessible and will encourage the children to become independent learners and creative thinkers * Work proactively to engage families in their child’s learning, establishing excellent relationships between school and home, to promote the best possible progress and outcomes for each child * Communicate and liaise with staff at all levels as required and manage other adults or volunteers both in liaison with, and independently of the Headteacher. * Work with all staff to ensure all aspects of the EYFS Statutory Welfare requirements are fully met * Attend and participate in meetings which relate to the school’s management, curriculum, administration or organisation * Alongside the other teachers and Head Teacher be responsible for developing and refining the Early Years curriculum * Ensure that the school’s policies and procedures are promoted in everyday practice * Join in with appraisal procedures and use this to develop personal and professional effectiveness * Contribute and engage positively with continuous professional development |