



# Job Description

## Leader of the EYFS Phase and Whole School Phonics

Title: **Leader of the EYFS Phase and Whole School Phonics**

ISR Range: L2 - L6

Responsible to: Headteacher

### Main purpose of the Role

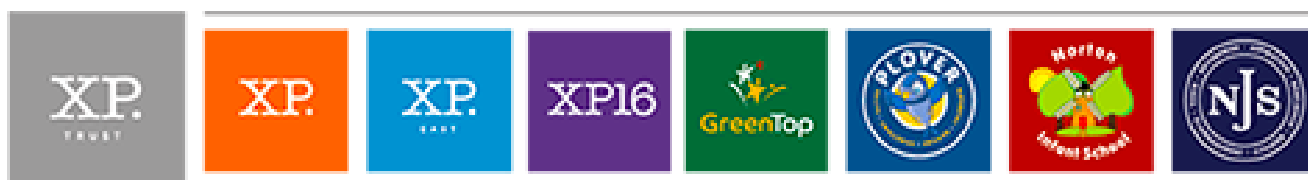
To support the development of learning at Norton Infant School within the EYFS phase and to ensure outstanding outcomes across the School within Phonics.

### Specific Responsibilities

- Work as a member of the leadership team to ensure a high standard of education provision for pupils
- Act as the lead mentor for the School's professional development programme
- To be an excellent classroom practitioner and lead by example at all times
- Actively participate in whole school self-evaluation and school improvement planning
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Undertake duties of a teacher as specified within the school
- Work with colleagues within the leadership team to monitor children's progress and attainment and continue to raise standards
- Be responsible for leading and co-ordinating curriculum development, planning, teaching and learning within a phase
- To lead and coordinate pupil voice across the school
- To lead, manage, develop and evaluate the Early Years Foundation Stage and Phonics across the school, ensuring that the very best use of teaching and learning methods are utilised at all times.
- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.

**As a member of the Norton Infant's Leadership Team you have a shared responsibility to:**

### LEADING AND MANAGING POLICY



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- Contribute effectively to the development of the School's Vision and Ethos
- Ensure staff understand target setting, student assessment and tracking in order to raise attainment for all students
- Contribute to strategic and financial planning and monitor, evaluate and review policies and practices as appropriate
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- Coordinate the contribution of external agencies/organisations in order to improve student's achievement attainment and progress
- Analyse and interpret relevant national, regional and school based data.
- Research inspection evidence to inform practice and expectation of targets and teaching and learning

### **LEADING AND MANAGING LEARNING AND PROGRESS**

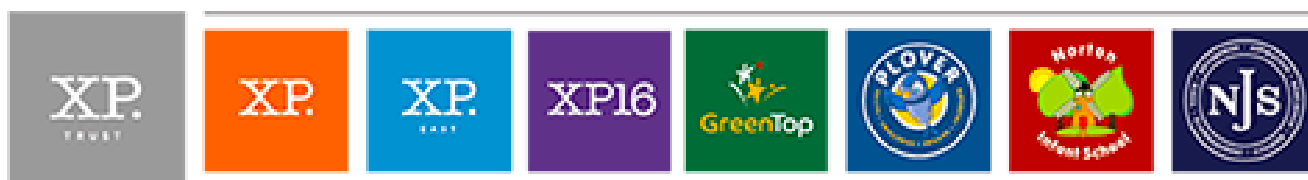
- Display those teacher competencies expected of all Norton Infant School teachers with regard to subject knowledge, subject application, assessment, recording and reporting
- Make a significant contribution to the School's Self Evaluation process.
- Lead on specific initiatives across all curriculum areas including collaboration with other schools
- Develop learning opportunities across the school to engage learners in lessons
- Ensure effective use of resources, including new technologies, to stimulate learning and progress
- Collect and interpret specialist assessment data gathered on students and use it to inform practice
- Identify and promote opportunities for sharing good practice in teaching, learning and progress across the School
- Work with subject and year group leaders to ensure high expectations of behaviour and attainment are set for all students
- Assist in the development of systems for monitoring and evaluating progress made by children towards academic targets

### **LEADING AND MANAGING PEOPLE**

- Secure a commitment from all staff to the Vision and Ethos of Norton Infant School
- Secure developments in teaching and learning
- Provide regular information to the Headteacher and Local Governing Committee in the evaluation of the effectiveness of provision to inform decision making and policy review
- Advise upon, plan and contribute to the professional development of all staff to increase their effectiveness and impact on the quality of provision of teaching and learning
- Carry out line / performance management responsibilities
- Develop an awareness of the importance of staff well-being
- Address issues of underperformance with areas directly accountable for

### **MANAGING RESOURCES**

- Lead with the Headteacher on the preparation of future strategic developments by exploring and evaluating strategies, new initiatives and finance
- Deploy and evaluate the effectiveness of expenditure on learning resources





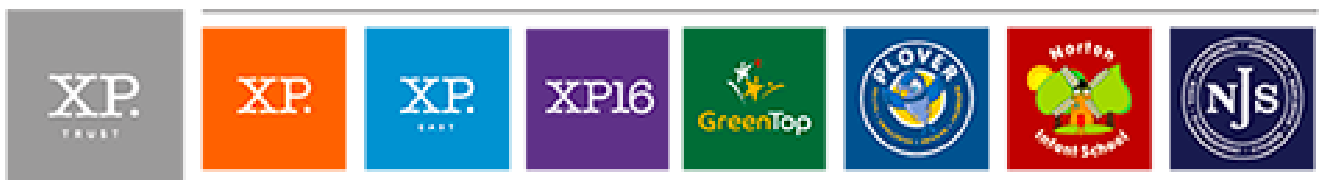
- Use available accommodation to create an effective and stimulating environment to meet the learning needs of all students
- Ensure that there is a safe working and learning environment in which risks are properly assessed

#### **MANAGING CHILDREN'S WELFARE**

- Ensuring children's welfare is secure and children feel safe in school.
- Performing on call duties as required, including physical intervention on the rare occasion when it may be required
- Contribute to the overall calm and smooth running of the school

#### **OTHER**

Engage in the XP School Trust, including Networks, LGC Events, Professional Pathways and School visits



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