

**GLF Schools - Job Description**  
**Phase Leader**

<b>Job Title</b>	Phase Leader (EYFS)	<b>Job Reference</b>	
<b>Location</b>		<b>Travel Required</b>	No
<b>Cluster</b>			
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To be responsible for teaching and learning across the Early Years Foundation Stage (EYFS)</li> </ul>			
<b>Key Accountabilities</b>			
<ul style="list-style-type: none"> <li>To be an outstanding role model in all aspects of teaching and learning</li> <li>To consistently model good and outstanding teaching in accordance with the school's relevant policies</li> <li>To form part of the Senior Leadership Team, attend weekly meetings and have a whole school strategic vision and overview of teaching and learning</li> <li>To be an expert in your field and commit to your own CPD to keep abreast with current policies and practice</li> <li>To have a thorough working knowledge of the school's policies and guidance and make explicit the aims, values and vision of the school, ensuring that they are reflected in all areas of school life and upheld within the EYFS</li> <li>To make a sustained, positive contribution towards raising academic standards for all pupils</li> <li>To regularly review and analyse assessment data within the EYFS, providing teaching and learning support where required</li> <li>To moderate assessment judgements within the EYFS</li> <li>To have an overview of the whole school staff training schedule and monitor the successful implementation with the EYFS</li> <li>To identify continuing professional development needs for individuals and provide support where required</li> <li>To line manage the team of EYFS teachers and carry out appraisals</li> <li>To provide support to individual teachers or teams as required</li> <li>To develop and implement support plans for teaching staff as required</li> <li>To organise and support peer observations for colleagues</li> <li>To observe lessons and give supportive and informative feedback</li> <li>To hold staff to account, being prepared to carry out difficult conversations when needed</li> <li>To carry out learning walks, identifying further training or developmental needs where necessary</li> <li>To lead weekly phase meetings and maintain minutes of these, sharing key information and following up on any actions arising as required</li> <li>To check the completion of pupil reports and read a selection twice per year to ensure quality and consistency</li> <li>To ensure that staff within the EYFS are aware of and are meeting deadlines</li> <li>To be a point of contact and provide support for teachers and support staff within the EYFS on a day-to-day basis to ensure the smooth running of the school</li> <li>To provide support to teachers within the Phase to carry out parent meetings</li> <li>To provide support with the discipline of pupils within the EYFS</li> <li>To provide support with bullying allegations, behavioural issues or any other pastoral matters</li> <li>To organise and ensure the smooth running of extra-curricular events and trips within the EYFS</li> <li>To work alongside other Phase Leaders to ensure consistency in quality of teaching and learning, the smooth running of the school, and the organisation of school events</li> </ul>			

- To attend wider school events and represent the EYFS phase
- To attend parent information evenings/ events for year groups within the EYFS phase to contribute directly and provide support to the team
- To undertake any additional duties and tasks under the reasonable direction of the Head of School and Executive Headteacher

**Accountable to**

- Head of School/ Executive Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

**Collaborative Working**

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

**Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.