

## **Job Description – Early Years Foundation Stage Leader & Class teacher**

### **The purpose of the job is to**

- Take overall responsibility for the quality and standards of teaching and learning across the Early Years Foundation Stage (EYFS1 and EYFS2)

### **Duties and responsibilities**

- Work in close partnership with the Headteacher, Senior Leadership Team and Governing Body to achieve our vision so everyone can flourish
- Play a key role in leading staff within the EYFS and support and develop their professional learning
- EYFS leadership role to include leading Early Mathematics and Early Literacy with Phonics Lead responsibility across EYFS & KS1 and the future potential to lead English across the school.

### **Teaching**

- Good knowledge and understanding of learning needs such as ASD, ADHD, Global Delay, Attachment, Physical and Speech & Language needs
- The ability to liaise effectively with colleagues, parents, and outside agencies
- Lead and manage a team across the Foundation Stage
- Provide leadership and direction within the provision to ensure sustained improvement
- Plan and teach well-structured lessons, following the school's plans, curriculum, and schemes of work
- Produce teaching and learning materials and resources which are appropriate to age and ability
- Have a creative and flexible approach to teaching that builds success through challenge, personalisation, and innovation
- Assess, monitor, record and report on learning needs, progress and achievements of assigned children, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of children
- Set high expectations which inspire, motivate and challenge children
- Have the confidence to build skills for children to form positive relationships that help to break down barriers, build self-esteem and challenge disaffection
- Demonstrate good subject and curriculum knowledge
- Implement effective behaviour management strategies in line with the school's policy
- Provide a stimulating and nurturing learning environment that promotes and fosters children's development, providing security, promoting exploration and supporting high quality Oracy and social interactions.

### **Whole-school organisation, strategy, and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, to support the school's / Trust's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover in the unforeseen circumstance that another teacher is unable to teach
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity

### **Health and safety**

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the Trust's behaviour policy
- Maintain current and accurate safeguarding records e.g., through CPOMS

## **Professional development**

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

## **Communication**

- Communicate effectively with children, parents, carers and colleagues
- Build and maintain strong links with outside agencies, local and feeder preschools and nurseries.

## **Working with colleagues and other relevant professionals**

- Manage the effective deployment of support staff and volunteers in the EYFS classrooms
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Manage the effective transition of pupils on arrival into EYFS and consequently into Year 1, liaising with feeder Preschool and Nursery staff, parents and other professionals to ensure smooth transition for the child
- Develop the effective professional relationships with colleagues

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

## **Management of staff and resources**

- Direct and supervise any assigned support staff, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources effectively

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.