

**Job Description:**

**Early Years Teacher and Leader**

**Responsible to:**

**Headteacher and Assistant Headteacher**

 ***Salary Grade: MPS/UPS plus TLR 2***

**Job Purpose**

To lead and manage the Early Years team to provide high quality learning for all children within a safe, secure, happy and caring environment.

To be a member of the School Leadership Team taking a key role in promoting the School’s aims and ethos.

To act as a positive role model for staff and encourage an ethos of openness and support for all colleagues.

To work in a collaborative way with all members of the teaching and support staff to ensure that high standards are recognised, valued and maintained in all areas of the curriculum.

To work as part of the whole Early Years team under the direction and support of the REMAT Head of Early Years.

**Responsibilities**

* To be an outstanding classroom practitioner and be a model for the demonstration and application of all school policies and procedures.
* To ensure a high standard of provision for all pupils within the Early Years phase of the school, together with the support of the School Leadership Team
* To ensure that pupils within the phase meet academic targets identified by Senior Leadership Team and to arrange, monitor and evaluate intervention strategies across the phase to ensure that the targets are met. This includes supporting staff with making judgements in regard to the assessment of pupils.
* To engage in regular meetings with the Head of Early Years and other Early Years Leaders about developing Early Years practice within school and as part of the Trust.
* To line-manage identified staff, supporting them to work at a level of at least good and providing support where necessary.
* Lead, manage and develop a core subject/curriculum area or school improvement project and be flexible in this role as school priorities change.
* To support the professional development of all staff with a particular focus on teaching and learning, with the support of the SLT.
* To be responsible for the overall pastoral care of pupils in the phase, supporting class teachers to deal with incidents of behaviour and well being of pupils and communicating with parents as appropriate.
* 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.
* To be involved in admissions and funding arrangements for all children throughout the year.

In addition to carrying out the duties of a class teacher as outlined in the *School Teachers’ Pay and Conditions Document*, the phase leader will be expected to carry out the following:

* Be a member of the school leadership team and attend regular meetings.
* Contribute to the vision and ethos of the school.
* Lead a core subject or school improvement project across the school.
* Manage assessment information ensuring that accurate baseline is taken on entry and that both formative and summative assessments are up-to-date, accurate and used effectively to inform curriculum planning.
* To provide regular analysis of data, and to produce development plans.
* Line-manage and lead a phase team.
* Liaise with colleagues to contribute, implement and evaluate the success of the school improvement plan.
* Be an effective role model for your team in terms of teaching and learning, behaviour management and classroom management
* Monitor and review the curricular provision across school:
* ensuring breadth and balance and that the schools’ curriculum map is being followed.
* reviewing pupil progress through the analysis of data and ensuring the use of this information for planning and target setting across school.
* ensuring completion and transfer of records and implementation of all policies.
* ensuring differentiation and personalised learning goals are set for pupils (together with the SLT).
* monitoring the quality of learning and teaching with responsibility for improved pupil outcomes including lesson observations and scrutiny of work
* ensure that all aspects of the learning environment promote effective learning and represent the areas of learning
* Ensure policies are translated into practice by the team and that you bring to the attention of the leadership team any which may need revisions or amendments.
* Take a lead in securing and embedding within the phase, the pastoral and behavioural support systems present in the school.
* Lead assemblies/collective worship.
* Hold regular phase meetings to communicate effectively with the members of your phase.
* Act as a mentor for new staff and volunteers and induct them appropriately into the school and/or phase by ensuring they have access to, understand and follow the school policies and procedures.
* Manage the transition of pupils to and within the phase at various points throughout the year.
* Lead and participate in staff training and development opportunities as appropriate and lead your phase staff to promote and ensure a whole school approach.
* Act as a mentor or coach to colleagues and encourage collaboration, cooperation and teamwork.
* Keep abreast of current developments in your areas of responsibility and disseminate information as appropriate.

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