



Job Description – EYFS Leader and Reception Class Teacher

Holy Trinity C of E (C) Primary School

Post Title	EYFS Leader and Reception Class Teacher
Grade/Salary	MPS/UPS (with potential TLR depending on experience)
Responsible to	Headteacher
Contract Type	Full time, permanent
Start Date	September 2025 or sooner if available
Core Purpose	To lead and develop outstanding EYFS provision and teach in Reception as an exemplary practitioner, ensuring every child receives the highest quality start through nurturing, inclusive, ambitious, and Christian values-driven practice.

Key Responsibilities

Leadership of EYFS	<ul style="list-style-type: none"> • Provide clear, strategic leadership for the EYFS team • Lead a high quality EYFS curriculum reflecting the school's vision and values • Oversee assessment, tracking, and progress for all children • Use data to identify gaps and inform teaching • Foster a collaborative, reflective, professional culture • Maintain a safe, stimulating environment supporting continuous provision
Teaching and Learning	<ul style="list-style-type: none"> • Deliver high quality teaching in Reception • Create a language rich, engaging, inclusive learning environment • Promote early reading, phonics, and strong foundational learning • Use assessment effectively to plan next steps • Develop independence, curiosity, and resilience in all children
Safeguarding, Inclusion, and Pastoral Care	<ul style="list-style-type: none"> • Promote high standards of safeguarding in line with school policy and KCSIE • Work with SENCO, pastoral staff, and external agencies to meet needs • Create a nurturing environment where children feel safe, valued, and confident • Use positive behaviour strategies rooted in relationships
Working with Parents, Carers, and the Community	<ul style="list-style-type: none"> • Build strong, trusting relationships with parents and carers • Provide clear communication and guidance to families

	<ul style="list-style-type: none"> • Engage parents in learning and school life • Represent the school positively in the wider community • Work outwardly, drawing on research, networks, and best practice
Contribution to Whole School Development	<ul style="list-style-type: none"> • Contribute to school strategic development as part of the extended SLT • Support whole school improvement priorities • Model school values and ethos in all aspects of work • Support staff training, coaching, and professional dialogue • Ensure smooth transition from EYFS to KS1 through effective progression

General Duties

Teachers' Standards	Meet all national Teachers' Standards
Policies & Procedures	Work in accordance with statutory requirements and school policies
Safeguarding	Promote the welfare, safety, and well-being of all pupils
Additional Duties	Undertake any reasonable tasks as directed by the Headteacher

Suitability

Experienced Teachers	Those with strong EYFS teaching and leadership experience
Newly Qualified or Early Career Teachers	Ambitious individuals with an EYFS specialism and demonstrable potential