



## JOB DESCRIPTION

### Early Years Foundation Stage teacher and Phase Leader (EYFS)

**NAME OF SCHOOL: SS Philip and James C of E Primary School**

**POST TITLE:**

**Early Years Foundation Stage teacher and Phase leader (EYFS)**

**GRADE:**

**MPR/UPR + TLR2**

**RESPONSIBLE TO: Headteacher**

**STAFF SUPERVISED: Class Teachers, Support Staff within phase**

**RESPONSIBLE FOR: Leadership and Management of the Curriculum and Development of Teaching and Learning across the Foundation Stage**

In addition to the responsibilities of class teachers, as set out by the class teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below; as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### **Key Purpose**

Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs

Maintain the positive ethos and core values of the school, both inside and outside the classroom.

Contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.

Ensure that the current national conditions of employment for school teachers are met,

### **Main activities**

1. Implement agreed school policies and guidelines
2. Support initiatives decided by the Headteacher and staff
3. Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development
4. To plan and deliver the curriculum within the framework of present school policies, in both short and long term planning structures
5. Set clear targets, based on prior attainment, for pupils' learning
6. To plan and resource a classroom, which will encourage the development of all aspects of children's' learning. In particular, to encourage children's independent use of resources and involvement in their learning

7. To provide a stimulating learning environment, where resources can be accessed appropriately by all pupils
8. To monitor children's progress, keep records and evaluate children's achievements
9. To set children high standards in the content and presentation of their work by the quality of your displays of that work
10. To establish and maintain good relationships with colleagues working as part of a team in all aspects of school improvement
11. Maintain good order and discipline amongst pupils, in accordance with the school's Behaviour Policy.
12. Work in partnership with parents in providing a quality education for all children and report to parents on the development, progress and attainment of pupils
13. Participate in meetings which relate to the school's management, curriculum, administration or organisation
14. Communicate and co-operate with specialists from outside agencies.
15. Lead, organise and direct support staff within the classroom
16. Lead a core curriculum area or aspect (see additional responsibilities below)
17. Participate in the appraisal system for the appraisal of your own performance and that of other teachers
18. Improve practice by taking an active role in your own professional development and the professional development of colleagues.

### **Additional responsibilities**

#### **Phase leader**

##### **Purpose**

- To ensure that the highest expectations are in place across the Phase
- To have an outstanding learning environment and pupil experience within all classes across the Phase
- To lead staff to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- To lead the Phase by modelling a consistently outstanding practice.
- To liaise effectively with the senior leadership team to ensure consistency of approach in teaching and learning in your phase across the school
- To contribute to, and promote, the vision, culture and ethos of the school within your phase.

### **Key responsibilities**

In addition to your responsibilities outlined in the class teacher job description above, within your phase curriculum area you will also:-

- Keep abreast of curriculum developments, ensuring you disseminate, support and monitor best practice across the school
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed
- Monitor and evaluate the quality of teaching and learning, using a variety of methods including tracking, target setting, data analysis, observing lessons, monitoring plans and bookwork and pupil voice.
- Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure

- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Ensure relevant stakeholders are well-informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans.
- Keep organised logs and record in a systematic way the development of the Phase.

#### **Leading, developing and enhancing the teaching practice of others**

- Lead and enable staff in planning, teaching and evaluation of teaching this enthuses children in learning and ensures that high standards are recognised, valued and maintained
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school
- Quickly identify any areas of underperformance and address swiftly in a supportive planned way.
- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate
- Lead high quality CPD that will inspire colleagues and providing information and advice that supports them in further developing their teaching skills and strategies to ensure children enjoy consistently high learning experiences.
- Provide guidance to staff in marking and assessment for learning, and standards expected
- To support colleagues to create a stimulating environment for learning
- Attend and contribute to wider SLT meetings
- Contribute and lead on specific areas of the School Improvement Plan

#### **Develop personally and professionally through**

- Reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

#### **Equal opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities policies
- This job description will be reviewed at regular intervals and subject to change as the needs of the school evolve

**All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.**

#### **Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.