

**Ambler Primary
School JOB
DESCRIPTION**

POST TITLE	EYFS Lead with TLR (QTS)
GRADE	Main Pay Scale M1 – M6 to UPS
DEPARTMENT	Ambler Primary School
PERFORMANCE MANAGED BY:	SLT

PURPOSE OF THE POST

To assist, under the overall direction and management of the Head of Centre, in the development of the early years foundation stage curriculum for all the children at the Centre (under threes, nursery and reception) , and, in drafting written curriculum policies and monitoring their effect, to ensure that good practice is developed and sustained.

SAFEGUARDING

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

MAIN DUTIES

1. Under the direction of the Children's Centre Lead, lead in the development of provision and curriculum, which offer high quality learning experiences to children from 3 to 5 years. In addition to work with the Early Years lead for birth to three to ensure continuity of the EYFS curriculum.
2. To be a class teacher & Key Person, providing models of best practice within the EYFS. Oversight of all children in the room/ class and undertake the role of key person.
3. Demonstrate a clear understanding of the needs of all children, including those with SEND.
4. Work alongside the SENCO to ensure children with SEND are supported appropriately in partnership with parents using relevant tools for early assessment and integrated working practices. In partnership with parents and other professionals.
5. Under the direction of the Children's Centre Lead, lead in the drafting and evaluation of curriculum policies to ensure that good practice is documented, disseminated and consistently sustained.
6. Use evaluative tools and data analysis to measure impact and produce reports as required.
7. Keep up to date with best early years practice, local and national policy, in order to disseminate to colleagues in the setting.

8. Consistently demonstrate and model the positive values, attitudes and behaviours expected of children.
9. Act as a role model for other practitioners in developing and maintaining a partnership with parents that values their contributions and involves them in their child's education, including support for the home learning environment and ensuring smooth transitions for the child and parents into and out of the setting.
10. Create and maintain, with the assistance of other workers, a stimulating, well-resourced and welcoming environment, both indoors and outdoors, to support children's growing independence and co-operation.
11. Raise awareness throughout the Centre of the importance of play both indoors and out.
12. Together with the Head, and senior staff, plan and deliver a programme of in-service training and advise on individual CPD opportunities for other members of their nursery team.
13. Support with observation, assessment and planning in children's centre activities such as Stay & Play sessions
14. Ensure that all children are shown respect for their languages, religions and cultures and that the activities and resources offered positively support children of both sexes, all classes and all backgrounds.
15. Develop and maintain good relationships with other local under fives facilities, including schools and voluntary organisations.
16. Have a sound knowledge and understanding of and uphold safeguarding procedures and strategies ensuring that all children in your care or who come into contact with you are safeguarded and appropriately supervised at all times.
17. Undertake regular Child Protection training at a level commensurate with the role.
18. Work, with the Head and staff, to ensure that the Centre is appropriately resourced to meet the needs and interests of children from birth to 5 years. Establish and sustain a safe environment and employ practices that promote children's health and safety, including risk assessments and daily checks.
19. Be a mentor for students on placement at the centre and, where appropriate, encourage their participation in planning and developing activities with the children.

Confidentiality

1. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

2. To undertake other duties commensurate to the grade of the post.

PERSONAL RESPONSIBILITIES

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs
7. Behaving in a professional and approachable manner

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- To Promote the safeguarding of children.

Post holder Declaration

Name:	
Signature:	
Date:	/ /

**Ambler Primary School
PERSON SPECIFICATION**

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GRADE Main Pay Scale M1 – M6 to UPS
DEPARTMENT Ambler Primary School
PERFORMANCE CC Lead
MANAGED BY:

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	Qualified teacher status	A/I
E2	4 Years minimum successful teaching experience, including within the EYFS	A/I
D3	Experience of working with children under three	A/I
E4	Experience of leading on an area or subject within an education setting	A/I
KNOWLEDGE, SKILLS and ABILITY		
E5	Demonstrate the ability to set high expectations which inspire, motivate and challenge.	A/I/T
E6	Demonstrate the ability to promote good progress and outcomes by pupils.	A/I/T
E7	Demonstrate good subject knowledge and understanding of child development.	A/I/T
E8	Proven ability to plan and teach through a child centred approach	A/I/T
E9	Demonstrate the ability to adapt teaching to respond to the strengths and needs of all pupils.	A/I/T
E10	Demonstrate the ability to make accurate and productive use of assessment.	A/I/T
E11	Demonstrate the ability to manage behaviour effectively to ensure a good and safe learning environment.	A/I/T
E12	Demonstrate the ability to fulfil wider professional responsibilities in partnership with children, professionals, parents/carers and the community.	A/I
E13	Demonstrate an understanding of high quality indoor and outdoor learning environments.	A/I
E14	Demonstrate the ability to be flexible and to work as part of a multi-disciplinary team.	A/I
E15	Demonstrate the ability to lead in the development of teaching and learning at the direction of the Head of Centre and monitor implementation.	A/I
E16	Demonstrate the ability to develop and deliver an in-service training programme within the Centre.	A/I
E17	High level of communication and inter-personal skills.	A/I
E18	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
COMMITMENT TO EQUAL OPPORTUNITIES		
E19	Demonstrate the ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS (Delete or amend as appropriate)		
E20	This post requires DBS (Disclosure and Barring Service) clearance	
<p style="text-align: center;">E= Essential D= Desirable *Assessed by: A= Application I= Interview T= Test</p>		