King's Academy Binfield

Job Description – King's Academy Binfield and King's Academy Oakwood

Post Title:	**EYFS Leader**
Purpose:	● To be a leading practitioner, modelling effective methodology and practice to inspire Early Years team members. To lead manage and evaluate the delivery of high-quality teaching and learning in the Early Years. ● To play a key role in leading school improvement. ● To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers' Pay and Conditions Document as directed by the Head of Primary and Headteacher. ● To enable all individuals to achieve their full potential within a happy and caring community. ● To work with drive and determination to secure the long-term success of the school, supporting and promoting the vision, values and ethos to pupils, staff, Governors, parents and the wider community. ● To translate the vision into best practice through innovative planning and teaching that provides high quality learning. ● To hold accountability for standards achieved across Early Years. ● To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school. ● You must demonstrate that you are an effective professional who can demonstrate this thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well. In fulfilling the requirements of the post, the EYFS Leader will demonstrate essential professional characteristics, and in particular will: 1. Inspire trust and confidence in students and colleagues 2. Build team commitment with colleagues and in the classroom 3. Engage and motivate students 4. Demonstrate analytical thinking. Improve the quality of students' learning. Contribute to the school improvement / development planning and promote the learning priorities of the CIP. 5. Contribute to the development and / or implementation of Academy policies 6. Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities 7. Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and / or maintenance 8. Promote the wider aspirations and values of the Academy

Reporting to:	Head of Primary/Executive Headteacher
Responsible for:	Modelling effective methodology and practice to inspire Early Years team members.
Liaising with:	Senior Leadership Team, teaching/support staff; external agencies and parents.
Working Time:	195 days per year.
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	● To carry out a share of supervisory duties in accordance with published rotas. ● To participate in appropriate meetings with colleagues, partnership schools and parents relative to the above duties. ● To participate in parents' evenings and school events outside of the teaching day as part of directed time. ● To be aware of their responsibility for data protection, acting in accordance with the Data protection Act 1984 for the security, accuracy and significance of personal data.
Curriculum Provision:	● To assist the Head of Primary and SLT, to ensure that the EYFS provides a range of teaching which complements the Academy's strategic objectives.
Curriculum Development:	● To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.
<u>Staffing</u> **Staff Development:** **Recruitment/ Deployment of Staff**	● To take part in the Academy's staff development programme by participating in arrangements for further training and professional development and by taking a lead role in CPD Sessions. ● To continue personal development in the relevant areas including subject knowledge and teaching methods. ● To engage actively in the Performance Management Review process. ● To ensure the effective/efficient deployment of classroom support ● To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance:	● To help to implement Academy quality procedures and to adhere to those. ● To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. ● To review from time to time methods of teaching and programmes of work. ● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management Information:	● To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. ● To complete the relevant documentation to assist in the tracking of students. ● To track student progress and use information to inform teaching and learning.
Communications:	● To communicate effectively with the parents of students as appropriate. ● Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. ● To follow agreed policies for communications in the Academy.
Marketing and Liaison:	● To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. ● To contribute to the development of effective subject links with external agencies.
Management of Resources:	● To contribute to the process of the ordering and allocation of equipment and materials. ● To assist the Head of Primary to identify resource needs and to contribute to the efficient/effective use of physical resources. ● To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
Pastoral System:	● To be a class teacher within EYFS. ● To promote the general progress and well-being of the class. ● To liaise with the Head of Primary to ensure the implementation of the Academy's Pastoral System. ● To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. ● To evaluate and monitor the progress of students and keep up-to-date student records as may be required. ● To contribute to the preparation of Action/Improvement Plans and progress files and other reports. ● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. ● To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff ● To contribute to PSHCE and citizenship and enterprise according to Academy policy ● To apply the behaviour management systems so that effective learning can take place.
Teaching:	● To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere. ● To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

	● To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. ● To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students. ● To undertake a designated programme of teaching. ● To ensure a high-quality learning experience for students which meets internal and external quality standards. ● To prepare and update subject materials. ● To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. ● To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ● To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures. ● To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the Academy.

Adhere to all Academy policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this Academy.

DATE: March 2019