



## **Early Years Class Teacher and Leader**

Salary Scale: MPS or UPS plus TLR  
Responsible to: Headteacher  
Responsible for: Teaching staff in the Early Years  
Line managed by: Headteacher

### **Purpose of Job**

To carry out the duties of a school teacher as set out in School Teachers' Pay and Conditions 2018 to support, hold accountable, develop and lead the phase team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils in Early Years. To be a member of the School Leadership Team, and make a significant contribution to the strategic development and direction of the school.

### **Early Year Lead**

The Early Years Leader will work in partnership with the Leadership Team to secure Bayards Hill Primary's success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement for all.

### **The main responsibilities for this post are:**

- To work with the SLT to accelerate progress for all pupils particularly in Early Years
- To support, develop and coach teaching and learning across Early Years so that the school has a consistently good or better teaching
- To lead and co-ordinate assessment across Early Years, maximizing pupil and parental engagement
- To support day to day leadership in school

### **Key Accountabilities**

- Ensure staff understand what constitutes high quality Early Years educational provision,
- Embedding the characteristics of effective Early Years settings, and strategies for raising standards and outcomes for Early Years children
- Ensuring all safeguarding policies and procedures relating to Early Years practice are in place and understood
- Promoting pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership

### **Strategic Leadership**

- Help develop a highly effective Early Years team through effective systems
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning leading to outstanding outcomes for children in Early Years
- Be able to present a coherent and accurate account of the children's performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including governors, Trustees, the local community and Ofsted.
- Lead by example; providing inspiration and motivation to your teams.



- Embody for the pupils, staff, governors and parents the vision, purpose and leadership of learning in EY.
- Ensure that all teaching staff and non-teaching staff are committed to the school's vision, and are accountable in meeting long, medium and short-term objectives to secure school improvement.

### **Planning and Setting Expectations**

- Assist the Strategic Leadership Team in leading and managing the creation and implementation of an EY strategic action plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress.
- Have high expectations of all pupils and staff.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

### **Assessment and Evaluation**

- To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary
- To contribute to the School Evaluation Form and to writing the EY SEF annually
- Use data and other information to form annual action plans to inform address areas for improvements
  
- To support families with the induction and well-being of their child when they arrive in Early Years.
- Ensure that parents are well-informed about their child's attainment and progress.
- To develop an effective partnership with parents and help them understand how they can support their child's learning and personal development.
- Involve parents in the learning process through workshops and events
- Develop effective relationships with the community; make meaningful connections with our feeder childcare providers and their parents

### **Managing and Developing Staff and Resources**

- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development through coaching
- Mentor trainee and newly qualified teachers and support the induction of any new staff
- Ensure that a professional attitude is maintained by all staff in your team
- Manage, monitor and review the range, quality and quantity of all available resources (including human resources) in order to improve pupils' achievements, ensure efficiency and secure value for money.

### **Managing Own Performance and Development**

- Participate in arrangements for Appraisal and take responsibility for own professional development.
- Priorities and manage own time effectively.
- Use non-contact time to ensure leadership tasks are carried out effectively
- Work under pressure and to deadlines.
- Sustain own motivation and that of other staff in their phase.



### **Other duties and Responsibilities**

- To ensure the safeguarding of pupils.
- Other duties that the Headteacher may from time to time ask the post holder to perform

### **Generic Responsibilities**

- To have responsibility - under the direction of the Headteacher - for the strategic leadership and management Early Years
- To contribute to whole-school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying and race equality.
- To create a climate which enables all staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- To ensure that the subject complies with any statutory requirements.
- To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To ensure that teachers are clear about the teaching of lesson objectives and understand the sequence of teaching and learning.
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including for groups such as disadvantaged, SEND, ore able and for pupils whose first language is not English.
- To offer support and guidance to staff in the effective teaching of the subject, suggesting appropriate strategies and CPD opportunities to ensure high standards.
- To ensure that all new staff, including NQTs are appropriately trained, supported and inducted
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching.
- To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- To work with the Deputy Head, establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
- To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the school development plan.
- To liaise with the leadership team to ensure that secure judgements are made about overall effectiveness for the subject, based on systematic self-evaluation.
- To maintain a subject leader evidence file
- To establish staff and resource needs and advise the leadership team accordingly of likely priorities for expenditure.
- To allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money.
- To take responsibility for your own professional development and keep up to date with recent developments in the subject.

### **Generic Responsibilities (Leadership Team)**

- To appraise members of staff as per the Appraisal policy.
- To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, community groups and ITT providers.
- To develop partnerships with parents by involving them in their child's learning of the subject through effective means of communication both orally and in writing.



# Bayards Hill Primary School

Believe Bigger, Aim Higher

Bayards Hill Primary School

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Headteacher: Mr Gareth Griffiths

- To present information to governors, ensuring they are well-informed about subject / Phase plans, policies and priorities.
- To lead by example and to express continually the school vision, values, aims and priorities of the school.
- To contribute to management decisions on all aspects of policy, strategy, development and organisation.
- To monitor and evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning.
- To maintain and develop effective relationships with all stakeholders, including parents, governors, local authority and other bodies outside the school.
- To share responsibility for the school in the absence of the head, deputy and assistant Headteacher.
- To attend leadership team meetings and to report to staff and governors as necessary.
- To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the school.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the head teacher and post holder.