



HISTON & IMPINGTON INFANT SCHOOL

JOB DESCRIPTION – EARLY YEARS LEADER

Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

POST: Early Years Leader

GRADE: M1 to M6 (U1 to U3) with TLR 2:1

RESPONSIBLE TO: i) Headteacher at Histon & Impington Infant School
ii) Executive Principal, who has overall responsibility for the Trust

PURPOSE OF THE JOB

To support the Headteacher in the day to day running of the school and to be responsible for supporting the development of teaching and learning in the Early Years Foundation Scale.

Duties:

The Early Years Leader will:

- report to and support the Headteacher effectively when required to do so;
- assist the Headteacher, Executive Principal and School Advisors in determining and managing the Early Years Foundation Stage (EYFS) curriculum, in accordance with the abilities and needs of the pupils;
- support and contribute to the school's system for the review and evaluation of teaching and learning;
- monitor the raising of pupils' standards of achievement and attainment;
- lead and support staff in the management and development of their curricular responsibilities in EYFS to promote high quality teaching and learning;
- foster the development of a positive and supportive ethos for academic and social learning;
- oversee the pastoral care, personal development and general behaviour of pupils in EYFS.
- display a high standard of professional behaviour and integrity at all times;
- promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- be involved in the organisation, planning and delivery of assemblies as and when necessary.