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| **Job Description– Teaching Assistant - The Willow Primary School and Children’s Centre**  LOGO | |
| **Post:** | Leader of Learning (EYFS) |
| **Scale:** | L5-8 |
| **RESPONSIBLE TO:** | Senior Leadership Team |
| **FUNCTION RELATIONS:** | Parents/Carers, all members of the school staff. |
| **Main Contacts:** | EYFS teachers, EYFS practitioners, EYFS admin |
| **MAIN OBJECTIVES**   1. To provide the vision, direction and leadership of the EYFS, ensuring high quality childcare and early education that improves outcomes in line with the areas of learning and development in the EYFS and narrows the gap between those children most vulnerable to poor outcomes and the rest. 2. The Early Years Lead will have full responsibility for the management of all day to day operational functions of the nursery and reception classes including staffing levels, health and safety, and managing the intake of new cohorts of children in order to meet occupancy targets. 3. To be an effective role model for staff in all aspects, including teamwork, positive relationships with children and parents, and appropriate early years teaching practice in order to improve outcomes for children. 4. To provide line management and supervision to staff as appropriate supporting them to carry out their professional responsibilities and monitor the performance and training of all staff. | |
| **MAIN DUTIES AND RESPONSIBILITIES**   1. Ensure the successful development and implementation of high quality, developmentally appropriate, inclusive, learning environments in the EYFS which promote learning through play and offer children learning experiences that meet their diverse and additional needs. 2. To ensure a warm, welcoming and stimulating environment for the delivery of EYFS education and early years care. 3. In conjunction with the school SLT ensure that the implementation of an effective planning, observation and assessment system allows for precise tracking of children’s progress and identification of priorities including for children most vulnerable to low outcomes including 2 yr. olds eligible for the free entitlement, EYPP children and those with SEND in order to support rigour and continuity. 4. In conjunction with the school SLT have responsibility for safeguarding, HR and finance for childcare. 5. To analyse key sources of data, including the early years foundation stage profile, in order to strengthen practice and re-direct resources against the identification of key priorities. 6. To produce a range of reports for a range of audiences. 7. Have sound knowledge and understanding of the educational, developmental, health and social needs of children under five and of the requirements and guidance relating to the EYFS statutory framework 8. Keep abreast of issues concerning wider legislative policy context for early education, academic literature, research and debate. 9. Lead and support staff in developing and maintaining effective systems for observation, assessment and planning which allows for precise tracking of children’s progress 10. Lead on developing and maintaining appropriate positive behaviour strategies for children that support their diverse needs 11. Lead and support staff in developing and maintaining a partnership with parents that values parents’ contributions and includes them in their child’s education. This includes ensuring there is support for the home learning environment and continuity for the child and parents at points of transition into, within and out of the setting. 12. Where appropriate hold meetings with parents and carers to address a range of issues from complaints to late collections or debts incurred against childcare fees 13. In partnership with members of the Senior Leadership Team, monitor and evaluate the effectiveness of the EYFS provision for teaching and learning and implement quality improvement strategies which impact on and improve outcomes for children. 14. With the Senior Leadership Team, develop and maintain positive working relationships with multi-agency partners and local organisations including EY settings and other schools in the area to facilitate an integrated approach to services for all families and children. This includes the integrated health and education review at age 2. 15. With the Senior Leadership Team, draw up and monitor a relevant development plan / SEF and take a lead on developing and managing specific areas for development 16. Where appropriate, lead in-service training and advise on individual CPD opportunities for other members of staff 17. Ensure the EYFS and Childcare meets the criteria for a successful Ofsted inspection and liaise with Ofsted in all necessary matters including accident or serious incident reporting 18. Uphold and demonstrate in practice the principles of inclusion and equal opportunities in all aspects of the role. 19. Undertake regular Child Protection training at a level commensurate with the role. 20. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Headteacher. | |
| **ADDITIONAL:**  The post holder is expected to:   * 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. * To provide appropriate cover in rooms for PPA, non-contact and staff absences as appropriate. * To carry out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards. * To be committed to the Council’s core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out. * To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation. * To carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant Health and Safety legislation. * At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy) | |
| **CONFIDENTIALITY:**  • The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. | |

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| **Person Specification – Teaching Assistant – The Willow Primary School and Children’s Centre**  Willow_On_White | |
| **Post:** | Leader of Learning (EYFS) |
| **Scale:** | **L5-8** |

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| **Requirements** | **Criteria** |
| **Education and Experience**   * Qualified teacher status. * Substantial successful experience of teaching and leading practice in early years, preferably including children from birth to three. * Proven experience of management of staff. * Substantial experience of curriculum leadership. * Experience of working in a multi-cultural inner city setting and of teaching children for whom English is an additional language. | Essential  Essential  Essential  Essential  Essential |
| **Knowledge, skills and ability**   * A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated working. * An understanding of the issues involved in promoting social inclusion and the factors that have the greatest influence on the lives of young children including the importance of building the resilience of parents and reducing stressors to ensure all children reach their full potential. * Excellent knowledge and understanding of the educational, developmental and health needs of children under 5 including those with SEND and how to implement the statutory learning, assessment, welfare and safeguarding | Essential  Essential  Essential |
| **Requirements of the EYFS**   * Ability to foster equality and promote the richness of diversity through the curriculum, in relationship with parents, and in the supervision, support and leadership of staff. * Ability to be reflective and evaluate provision through insightful analysis of qualitative and quantitative data and initiate appropriate changes. * Knowledge and understanding of, the importance of mainstream educational inclusion for children with special educational needs. * Ability to lead, manage and motivate staff in the development of quality education and care. * Commitment to maintaining and developing the ethos of the EYFS provision as a partnership of children, management members, partners, parents/carers and the community. * Highly effective communication, interpersonal and emotional intelligence skills which support facilitate trust and positive relationships with staff, parents, children and partners. * Understanding of the importance of appropriate information sharing and confidentiality in supporting children’s and families well-being. * Financial and budget management skills. | Essential  Desirable  Essential  Essential  Desirable  Essential  Essential  Desirable |
| **Commitment to Equal Opportunities**   * Demonstrate a commitment to and carry out duties with regard to the principles of the Council’s Equal Opportunities Policy. * Anti-racist anti-sexist provision * Child protection | Essential  Essential  Essential  Essential |
| **Special Requirements of the post**  This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service | Essential |