



### Early Years Lead Teacher

Dulwich College Shanghai Puxi believes that each employee makes a significant contribution to our success, and that contributions should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary responsibilities but not limit the employee nor Dulwich College Shanghai Puxi to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Reference Number	RE20901V1
Department	Early Years (DUCKS)
Job Title	Early Years Lead Teacher
Current Level of Classification	Academic
Reporting to	Assistant Head of Early Years
Key Relationships	Early Years Leadership Team; Head of Primary
Duties and Responsibilities	<p>An Early Years Lead Teacher is a strategic role, with shared responsibility for supporting an inspirational early years curriculum, and developing high standards of early years teaching and learning at Dulwich College Shanghai Puxi. This person will be responsible for supporting children's achievement and wellbeing throughout in their designated year group, and will take the lead on initiatives that support the children's outcomes. They will be a positive ambassador for change, and will be directly involved with the professional learning of classroom teachers through effective performance management. They will play a key role shaping the future direction of the Early Years Department.</p> <p>As a member of the Early Years Leadership Team, you will provide leadership, direction and management in order to ensure a high quality education for all students. You will be a model of excellence, and support colleagues to perform to the best of their ability. You will uphold the school values, and put pupils' wellbeing at the heart of everything we do. You will be responsible for promoting high expectations of an inclusive setting with equality of opportunity for all and where each child is valued and feels safe and cared for.</p> <p>You may be required to carry out duties not specified as and when requested by the Head of Primary or members of the CLT</p> <p><b>Specific responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Member of the Early Years Leadership Team, actively contributing to the strategic planning and development of the School for the future</li> <li>• Leader of a designated year group, promoting clear lines of communication between the team and the Early Years Leadership Team, chairing team meetings, taking minutes, and setting deadlines for actions</li> </ul> <p>Academic Responsibilities</p> <ul style="list-style-type: none"> <li>• Responsible for pupil achievement within the designated year group</li> </ul>



- Promote the Early Years Framework, and oversee the implementation and development of the Engaging Spaces document in your year group
- Promote and monitor implementation and impact of the characteristics of effective learning in your year group
- Provide support and guidance on all matters related to assessment and moderation, including the ASC and specific requirements for assessments to be undertaken
- Support the use of tapestry as a quality assessment tool
- Support the monitoring and evaluation of standards and progress in learning across the year group using a range of strategies, including:

- Samples of documented learning

- Engaging Spaces

- Parental feedback

- Professional dialogue

- Data analysis

- Ensure that data in your year group is secure and valid through regular standardisation and moderation
- Support the Assistant Head of Early Years with reporting arrangements
- Work alongside the AEN team to identify and provide support for vulnerable or underperforming students

#### Pastoral Responsibilities

- Actively promote the school Guiding Principles
- Assist the Head and Deputy Head of Primary to execute the school behaviour policy
- Monitor and promote attendance and punctuality in your year group
- Meet with parents in your years group regarding behaviour issues or pastoral concerns
- Maintain high standards of school uniform
- Assist with the identification of pupils who may be vulnerable, at risk, or require additional support
- Maintain duty rotas in the designated year group, and support to organise cover for absent teachers
- Lead on transition between year groups
- Support positive relationships with parents

#### **General responsibilities Include:**

In addition to the duties of class teacher:

- Attend community events and be an ambassador for the college
- Contribute the induction programme for new staff members



	<ul style="list-style-type: none"> <li>• Act with integrity and academic honesty with regards to assessment protocols</li> <li>• Be a high performing practitioner</li> <li>• Constantly seek to improve</li> <li>• Promote excellence in everything we do</li> <li>• Act as a role model of excellence and promote high standards of professional practice</li> <li>• Support the leadership and development of the College</li> </ul>
Requirement	<p style="text-align: center;"><b>Person Specification for Early Years Lead Teacher</b></p> <p style="text-align: center;"><b>1. QUALIFICATIONS AND PERSONAL DEVELOPMENT</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• University educated with an honours degree</li> <li>• Recognised teaching qualification</li> <li>• Evidence of ongoing personal development</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Further degree in education; hold or working towards the National Professional Qualification for Middle Leadership (or international equivalent)</li> </ul> <p style="text-align: center;"><b>2. KNOWLEDGE</b></p> <p><i>Essential:</i></p> <p>In-depth knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Leadership and management of a team (including line management)</li> <li>• Effective leadership and management strategies</li> <li>• Early Years Curriculum</li> <li>• How children learn</li> <li>• How to keep children safe</li> <li>• Strategies to raise standards for all groups of learners and securing high levels of student achievement</li> <li>• Up to date educational issues and developments</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Leadership and management of a team (including line management)</li> <li>• Holding people to account</li> <li>• Effective leadership and management strategies</li> <li>• Assessment, tracking and data</li> <li>• Use of SIMs</li> <li>• EAL practice</li> <li>• Professional Learning Communities and Action based research</li> </ul>



	<p><b>3. EXPERIENCE</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Proven track record as an excellent Early Years practitioner</li> <li>• A clear focus on learning and early childhood development</li> <li>• Proven organisational skills</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Leading effective change with demonstrable impact</li> <li>• Line management of a colleague or team</li> <li>• Leading on a curriculum area</li> <li>• Budget and resource management</li> <li>• School improvement planning</li> </ul> <p><b>4. PROFESSIONAL QUALITIES, ATTRIBUTES, VALUES AND CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Have a clear educational vision based on evidence and experience</li> <li>• Be absolutely passionate about improving learning and teaching</li> <li>• A determined advocate for high quality early years practice</li> <li>• Be pupil focused – students are the at the heart of everything we do</li> <li>• Intrinsically motivated and inspired to create a world class learning environment</li> <li>• Action and outcome focused</li> <li>• Excellent communication and interpersonal skills</li> <li>• Show educational entrepreneurship – solve problems and innovate</li> <li>• Professional generosity to develop others</li> <li>• Manage time effectively and prioritise</li> <li>• Rise to challenges and be flexible</li> <li>• Resilient</li> <li>• Culturally respectful</li> <li>• Community minded</li> </ul>
Develop supportive and safe learning environments	Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.
Job Description Reviewed	August 2020
Approved by (Line Manager)	Signature: _____ Date: _____
Accepted by (Employee)	Signature: _____ Date: _____