



EARLY YEARS LEADER

JOB DESCRIPTION

A job description states the essential job requirements, job duties, job responsibilities, and skills required to perform a specific role.

The job description will include how success is measured in the role so it can be used during performance evaluations.





Core purpose

To ensure the provision of the necessary teaching, administrative and liaison required for each pupil in the care of the teacher to receive a high quality educational experience that fully meets the requirements and stated aims of the school. The teacher has clear teaching, pastoral and administrative roles. An academic member of staff supports the above statement by taking his/her full share of responsibility for the educational development and pastoral care of Traill students.

Key Responsibilities:

A member of the teaching staff has the following academic responsibilities:

- To provide an organised, disciplined and stimulating environment in the classroom.
- To promote child centred learning through stimulating, differentiated activities that foster different learning styles
- To prepare medium and short term planning to teach the agreed curriculum.
- To closely monitor attainment and achievement; collate data, and participate in data analysis to enhance understanding of student progress.
- To participate in self evaluation as a systematic part of school life.
- To take responsibility for designated subjects/areas, complete SWOT analysis, formulate action plans and monitor resources
- To support and apply all TIS policies.
- To take part in the school appraisal programme as required by the Head teacher.
- To undertake any other reasonable task or duty as instructed by the Head teacher or any other line manager.



A member of the teaching staff has the following pastoral responsibilities:

- To promote a positive, confident and happy international community.
- To have high expectations of personal endeavour and achievement
- To attend staff meetings, parents' evenings, school trips, as may be reasonably requested by the Head teacher.
- To be responsible for a reasonable number of play ground, lunch and other duties as may be required.
- To support and implement the student code of conduct.
- To cover for absent colleagues when necessary

A member of the teaching staff has the following leadership responsibilities:

- Work within, and develop further, our current programme of study for EYFS.
- Evaluate the relevance and effectiveness of teaching, assessing and tracking of all children in EYFS.
- Report all recommendations for improvements to SMT.
- Inspire all teachers in the Early Years section.
- Lead discussions and workshops in sharing best practice.