



Job Description

Post title	Maternity cover for EYFS Phase Leader and Reception Class Teacher
Academy	Haberdashers' Aske's Hatcham Temple Grove
Grade	MPS/UPS + ILW. TLR available for the right candidate
Responsible to	Head of Primary

Summary of the overall purpose of the job

To raise the standards of attainment of the pupils in their class and ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs. To maintain the positive ethos and core values of the school, both inside and outside the classroom. To lead the staff of the Phase team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils. To liaise effectively with senior colleagues to ensure consistency in teaching and learning across the school.

Key responsibilities and objectives of the job

- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Ensure that the current national conditions of employment for school teachers are met
- Implement agreed school policies and guidelines
- Support initiatives decided by the principal, head of primary phase and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be creative in providing imaginative learning opportunities for pupils in the class
- Work effectively with year group and phase partners to plan dynamic and effective learning schemes
- Lead a core subject as or if required
- Contribute to the review of school improvement priorities and setting of further ambitious targets for school improvement
- Be instrumental in developing a stimulating and engaging curriculum for pupils within a phase group and learning and teaching team
- Monitor and review the quality of learning and teaching, ensuring that pupils make good progress
- Promote a 3-18 culture and integration across phases wherever possible
- Be innovative in the use of ICT and a range of other resources to provide excellent and personalised learning
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils

- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings to ensure the best provision for individual pupils is assured to meet their specific needs
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

Key responsibilities and objectives as the EYFS Phase Leader

- Lead and manage teachers and other staff members in the phase
- To enable all teachers to achieve expertise in planning and teaching through example, support and by leading or providing high quality CPD
- Organise regular phase meetings to ensure continuity in teaching and learning
- Liaise closely with support staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase
- Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents
- Induct, support and monitor new staff within the Phase
- Provide feedback to teachers and disseminate examples of excellent planning and teaching
- Monitor standards within the phase, analysing data from school tracking systems, and use this information to action required support – including setting targets for continuous improvement.
- Take part in moderation of EYFS results

General responsibilities and objectives

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Will hold a good honours degree in a relevant discipline	✓		AP,I, R, AS
Experience			
Will be an outstanding classroom practitioner with an excellent track record of progress and results	✓		AP,I, R
Successful experience of aspects of leading a team in curriculum or other school wide initiatives	✓		AP,I, R
Recent highly effective experience of teaching in the relevant phase	✓		AP,I, R
Will be able to demonstrate a passion and enthusiasm for English, with the ability to transmit this to students	✓		AP,I, R
Raising attainment of Primary pupils	✓		AP, I
Personal characteristics/other requirements			
Ability to speak and teach German at Primary level	✓		AP,AS, I
Is committed to personalised learning	✓		AP,I,R
Will demonstrate high level communication and literacy skills	✓		AP, AS,I, R
Is a 'can do' person who works positively and collaboratively		✓	AP, I, R
Should have knowledge of KS1 curriculum		✓	AS,I,R
Effective teaching and learning styles.	✓		AP,AS,I, R

The job description will be subject to reasonable review

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: Jan 15