POSITION DETAILS:	
Position Title:	**JD - EYFS Phase Leader (Responsibility for EYFS Curriculum)**
Reports to:	**Assistant Head Teacher**
Division:	**Middle Management**
Salary Scale:	**MLA 2**
Teaching commitment:	**65%**

JOB PURPOSE

To lead EYFS and a key subject in alignment with the UAE School Inspection Framework to:

- Ensure that student progress targets set out within the annual School Improvement Plan (SIP) are achieved
- Develop a curriculum that is planned creatively to ensure that learning builds well on previous achievements in all phases
- Develop a curriculum that is adapted to meet the individual needs of all groups of students.
- Ensure outstanding student attendance
- Lead teaching and learning within the EYFS phase
- Support continuous school improvement processes within the EYFS phase and school-wide

RESPONSIBILITIES:

Main Duties and Responsibilities

- Supporting the image of RAK Academy, the goals of its development plans and promoting aspirational achievement both within the school and externally.
- Support the Head of School and the senior leadership team by actively supporting management decisions, ensuring policy is applied and understood and leading others to provide outstanding educational practice.
- Working with the Senior Leadership Team (SLT) and staff in all key stages to ensure continuity and progression in the curriculum.
- Monitoring the quality of teaching and learning as part of the Middle Leadership Team.
- Establishing strong professional relationships to promote development and effective delivery of the curriculum, assessment and maximise achievement.
- Assisting in the development and implementation of school policies and the School Improvement Plan (SIP).
- Carrying out the duties of a class teacher.
- Be a committed and supportive member of the primary Middle Leadership Team (MLT) and strive for continual school improvement.
- Establishing strong working relationships, encouraging good working practices, and supporting, challenging and leading teachers and support staff within the EYFS and primary team.
- Communicating with parents about children including what is happening across the primary school with effective use of social media when appropriate.
- Engaging parents as partners in their children's learning and in school life. Communicating effectively and keeping parents informed about their children's learning
- Being responsible and accountable for securing good levels of student achievement and progress across EYFS with support of the SLT

- Raising and addressing any areas of underachievement and inconsistencies within school with the support of the SLT and Head of School (HOS).
- Analysing and using relevant assessment information to set targets for improvement across the school with support of the SLT and HOS
- To use data analysis effectively (international, national, local, school data and inspection data) to inform policies, teaching and learning and whole school improvement.
- To interrogate termly data, identify areas of poor performance and take effective action to remedy and work towards reducing under-achievement
- Leading and developing the teaching practice of others across primary with support of the extended leadership team and HOS.
- To consistently demonstrate knowledge of good management practice and school improvement strategies.
- Produce evidence of the ability to manage staff, systems, and resources.
- Fully support internal and external benchmarking measures and school inspections.
- Ensure any accreditation, equivalency and licensing requirements are met and adhered to in a timely manner.
- Deputise for members of the SLT in the capacity of extended SLT when required.

QUALIFICATIONS, EXPERIENCE, & SKILLS:
Educational Qualifications:
Essential • Bachelor's degree • Post Graduate Certificate in Education (or equivalent)
Professional Qualifications
Desirable • National Professional Qualification Leading Teaching (NPQLT)
Experience
• 2 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:	
Internal: • Head of School • Deputy Head Teacher • Assistant Head Teacher • Phase Leaders • Subject Coordinators	**External:** • Executive Principal • Education Office • People Services • Parents • UAE Ministry of Education • External Inspection bodies • Accreditation, Equivalency and Licensing authorities

VERSION CONTROL:		
Prepared by	Education Office	Date: 28.11.21
Updated by	HRD	Date