

**Burnt Oak Primary School**  
**Medway Council**  
**Job Description**

**Job Title:** Foundation Stage Leader – (TLR 2)

**Department:** Education

**Responsible to:** Headteacher

**Purpose**

To co-ordinate, support and lead the Foundation Stage as part of the SLT of the school.

To teach a class of children in line with whole school policies and schemes of work, and to undertake pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document.

**Areas of responsibility**

1. To be responsible for the education and welfare of a designated class of pupils.
2. To be responsible for the co-ordination and appropriate leadership, of the Foundation Stage throughout the school.
3. To contribute to the education and welfare of all pupils within the school premises.
4. To keep up to date with Key Stage developments.
5. Line management of FS staff (Teaching Staff, Nursery Nurses and Teaching Assistants)
6. To be responsible for a Senior Leadership lunch-time duty on a weekly basis as directed by the Headteacher or Deputy Head.
7. To undertake duties relating to the setting up and running of an after-school or lunch-time club.

**Key Tasks**

Teaching

1. Lead and contribute to FS group planning meetings and whole school staff meetings.
2. Implement agreed plans and produce half termly teaching forecast according to agreed formats.
3. Provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements.

4. Assess, record and review pupils' achievement according to school policy and guidelines.
5. Attend parent consultation sessions and report on individual pupil achievement and development.
6. Produce annual written reports for parents/guardians and carers in FS.
7. Ensure a well organised and structured classroom environment with effective and stimulating displays and good access to resources.
8. Maintain good discipline of pupils in line with the school's Behaviour policy.
9. Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post.
10. Plan and supervise the work of support personnel assisting in the classroom and be responsible for deployment of staff in FS.
11. Liaising with Children Centre staff and implementing smooth transition strategies for new pupils
12. Be aware and responsive to the medical, social, personal and specific learning needs of children and report to the Headteacher and others where there is cause for concern.
13. Use resources effectively and efficiently to promote children's learning.
14. Carry out supervision of pupils as detailed by the Headteacher/Deputy Headteacher.

#### Co-ordination of a Key Stage

1. Formulate and promote excellent practice with regards to Foundation Stage.
2. Develop, review and update policy/guidelines for Foundation Stage within the school.
3. Provide management and leadership, expertise, advice and assistance for members of staff and monitor and evaluate learning and teaching.
4. Keep the Headteacher/Deputy Headteacher informed of relevant developments and issues, and advise as necessary.
5. Participate in In-Service training as necessary.
6. Act in accordance with the equal opportunities policy, health and safety policy and school confidentiality guidelines.

## **Core Curriculum Responsibility**

To monitor and manage the development of the core curriculum areas throughout FS in order to raise attainment and ensure that all pupils are encouraged to develop their full potential in these areas.

## **General duties / Responsibilities**

Safeguarding and promoting the welfare of children is every employee's responsibility. Everyone at Burnt Oak Primary School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

## **Person Specification**

- DfE recognised qualified Teacher status
- Significant experience of teaching in Foundation Stage
- Demonstrates understanding of the principles of Primary Education
- Proven line management experience
- Clear strategies for positive Behaviour Management and Discipline and demonstrates commitment to partnership with parents and strategies to foster this
- Calm organised approach to planning and establishing a secure learning environment for children
- Demonstrate the ability to share expertise and support others in raising standards of attainment
- Have effective strategies for effective leadership of colleagues and efficient co-ordination of the School's work in planning for and monitoring quality provision to ensure excellent achievement in children
- Possess excellent ICT skills for classroom and management use
- Demonstrate experience of staff management
- Demonstrate a systematic approach in carrying out the practical tasks associated with the role, including liaising and communicating with other colleagues, within and across phases, including the leadership team
- Able to cope with change and working with different age ranges
- Commitment to continued professional development
- An empathy with children and a commitment to understanding and meeting the needs of all children, especially those with special educational needs.

**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

Signed:

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Post Holder

Date: