


EMMAUS



Catholic and Church of England Primary School

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Headteacher (Sept 2026): Mrs Faye Draper

Job Description: EYFS Lead/Class Teacher

Main purpose of the job:

- Lead and manage the EYFS team to deliver outstanding provision in line with the EYFS Framework.
- Develop and implement the EYFS vision and improvement priorities across Nursery and Reception.
- Monitor the quality of teaching and learning within the phase and provide constructive feedback and support.
- Ensure statutory requirements and safeguarding procedures are fully met.
- Lead phase meetings and contribute to whole-school leadership and improvement planning.
- Support recruitment, induction and professional development of EYFS staff.
- To be a strong classroom teacher.
- To carry out the duties of a class teacher as set out by the school.
- To contribute positively to the school community and its ethos.
- To build effective professional relationships with colleagues, parents, external partners and the wider community.

Roles and responsibilities:

- Model excellent classroom practice and maintain high expectations for all pupils.
- Plan and deliver a broad, balanced and creative curriculum.
- Create an enabling environment/provision that meets the needs of all learners both inside and outside.
- Use assessment effectively to monitor progress and identify next steps for learning.
- Promote high standards of behaviour, wellbeing and inclusion.
- Ensure continuous provision supports high-quality child-led and adult-directed learning.
- Keep up to date with developments in early years education and implement best practice.
- Promote early language, communication, phonics and personal development across the phase.
- Ensure effective support and provision for children with SEND, EAL and disadvantaged pupils.
- To understand how to assess pupils' work in relevant subjects and curriculum areas within the EYFS Framework.
- To manage behaviour effectively to ensure a safe and productive learning environment.
- To follow the school's policies and procedures consistently.
- To work well with the Local Academy Committee, parents, staff and other stakeholders.
- To manage and use support staff and resources effectively within the classroom and key stage.
- To meet deadlines in a timely manner.

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Other responsibilities:

The lists above should not be seen as exhaustive, and the post holder may be asked to take on additional responsibilities related to the role of Class Teacher/EYFS lead.

Qualifications	
Qualified Teacher Status	Essential
Leadership qualification such as NPQ	Desireable
EYFS safeguarding qualification	Desireable

Knowledge and Understanding	
Experience of working as a primary school teacher	Essential
Strong understanding of the Early Years Foundation Stage Framework and early years child development	Essential
Ability to teach and lead EYFS and to adapt the curriculum to meet all needs	Essential
Knowledge of statutory requirements on Data Protection, Equal Opportunities, Health and Safety, Special Educational Needs and Disabilities, and Safeguarding	Essential
Ability to develop a creative curriculum and to motivate and inspire pupils	Essential
Understanding of and commitment to working as part of a team	Essential
Proven ability to raise standards and improve outcomes	Essential
Excellent understanding of child development and early learning	Essential
Practising Catholic or member of Church of England	Desirable
Experience of working in a Catholic or Church of England school	Desirable

Communication	
Ability to communicate clearly and effectively, both verbally and in writing	Essential
Ability to teach a range of subjects across EYFS	Essential
Ability to use technology effectively to support teaching	Essential
Ability to build positive professional relationships and lead others effectively	Essential
Ability to contribute to curriculum development	Essential
Ability to set high standards, inspire, motivate and support staff	Essential
Ability to handle sensitive situations and resolve conflicts	Essential
Ability to work well with staff and to manage resources effectively	Essential

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Personal Qualities	
Passionate about teaching and learning, committed to raising achievement for all pupils, able to prioritise tasks, willing to keep learning and striving for excellence	Essential
Ability to work well as part of a team, willing to be involved in the wider life of school	Essential
Open-minded, self-reflective, adaptable to new ideas, caring and able to show sensitivity when working with children, good interpersonal skills	Essential

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