



JOB DESCRIPTION

Job Title:

EYFS teacher / EYFS Lead

Location:

**The Richmond Primary Academy
PE25 3SH**

Job Purpose:

The Lead Teacher of EYFS will promote a love of learning and stimulate intellectual curiosity amongst pupil at the Richmond Primary Academy through inspirational teaching and guidance, ensuring each pupil is supported to achieve their potential.

To demonstrate a thorough knowledge of the EYFS Framework and ensure that the statutory requirements are met. They will have responsibility and accountability for pupil outcomes within EYFS.

Background:

The Richmond Primary Academy is looking to employ an enthusiastic Lead Teacher of EYFS to join our friendly and professional team from 1st September 2026 and will contribute to the excellent teaching practice in our school and can offer the perfect balance between an excellent education and the nurtured development of every individual child's qualities. The successful candidate will deliver quality teaching, possess excellent communication skills, creative and have a passion to work with young children, able to teach the full range of abilities. We deeply care about our staff and ensure wellbeing, workload and fulfilment in roll is at the core of our ethos. We educate hearts and minds and our children are challenged, nurtured, and inspired to achieve highly to make a positive contribution to society.

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

We are committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To: Vice Principal/Principal

Grade: M1 - UPS3 £32,916 - £51,048 per annum FTE
Main Scale depending on experience

Hours: Full time standard teacher hours

KEY RESPONSIBILITIES

EYFS

- Ensure that the statutory requirements of the EYFS Framework are met.
- Demonstrate a thorough knowledge of the EYFS Framework.
- Responsibility and accountability for pupil outcomes within EYFS.
- Establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
- Be visionary and creative in the development of the EYFS provision.

TEACHING

- Plan, prepare and deliver lessons in line with the departmental scheme of work and external examination specifications.
- Set and instil high expectations across the subject at all levels.
- Assess, record and report on pupil attainment, learning and progress, working to Departmental deadlines. Keeping a record of marks and assessments and using this information to inform teaching and learning, adapting methods as required to respond to the strengths and needs of all pupils.
- Set and mark classwork and homework regularly in accordance with Departmental and School policies.
- Support the invigilation, supervision, marking and moderation of examinations and coursework or controlled assessment as required.
- Prepare for and attend Parents' Evenings and other parent-teacher events as required, maintaining constructive and developmental dialogue with pupils and families.

PROFESSIONAL DEVELOPMENT

- Keep abreast of developments nationally in your subject area.
- Participate as required in the School's appraisal system.
- Regularly review your methods of teaching and programmes of work.
- Engage in professional development by attending relevant courses and meetings as agreed with your Head of Department.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.

- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

GENERAL RESPONSIBILITIES

- Maintain good order and discipline among pupils and safeguard their health and safety both at School and on organised events outside school.
- Maintain appropriate records and provide relevant, accurate and up to date information for registers and information management systems.
- Support and contribute to wider extra-curricular activities in the School.
- Carry out cover and duties in accordance with published rotas.
- Attend staff meetings relevant to the curriculum, administration or organisation of the School, including pastoral arrangements, making a full contribution as required.
- Attend and participate in, as required, general School functions, assemblies, meetings, social and cultural events, including those held out of school hours during term time.
- Liaise and promote positive relationships with parents/carers and outside agencies regarding pupil progress and welfare issues.
- Promote the general progress and wellbeing of individual pupils and of any class or group assigned to you, including the monitoring of the personal and social needs of pupils and taking action where required.
- Assist in the promotion of the School's reputation and in marketing activities, including attendance at open events.
- Participating in administrative and organisational tasks related to duties as described above, including the management or supervision of persons providing support for the teachers in School.
- Carry out any additional task reasonably requested by the Head, Acting Deputy Heads, or Primary School Academic Lead.

ADMINISTRATION

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

SAFEGUARDING

- To do all that you can to ensure that you safeguard and promote the welfare of students in the Academy.

OTHER

- Have a working knowledge of teachers' professional duties and legal liabilities.

- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Professional Development		
★ Honours degree related to Primary Education or a curriculum subject.		x
★ Qualified Teacher Status.	x	
★ Evidence of sustained participation in INSET/CPD.	x	
Experience		
★ Experience of teaching in EYFS	x	
★ Demonstrable evidence of high standards of class teaching.	x	
★ Experience of managing teaching resources.	x	
★ Experience of working with children from a variety of backgrounds and/or vulnerable groups of pupils.		x
Skills and Knowledge		
★ Awareness of current developments in Education and the implications of these.	x	
★ Understanding of inclusion and personalised learning.	x	
★ Understanding of effective assessment and target setting procedures.	x	
★ An understanding of good inclusive education and the SEN Code of Practice.		x
Personal Qualities		
★ Well-motivated, enthusiastic with a can-do attitude.	x	
★ Honesty and integrity.	x	
★ Team working skills.	x	
★ A desire to allow each child the opportunity to fulfil their potential, both academically and on a personal level.	x	
★ To be a positive role model to our pupils.	x	

★ Be flexible and resilient in response to a changing educational environment.	X	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	X	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	X	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	X	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	X	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role.	X	