

Job description: EYFS Lead

Location	Benjamin Adlard Primary School
Contract term	Temporary to 31.08.27
Pay range	TLR2
Reporting to	Headteacher

The following are specific to this role and are in addition to the current job description for a Teacher.

Job purpose

- To provide effective leadership and management of a specific phase of educational provision
- To ensure high levels of achievement for all students in the phase
- Responsible for the work, administration and development of the phase

Main duties and responsibilities

Leading teaching & learning

- Ensure effective teaching and learning strategies are in place across the phase in support of the school improvement plan
- Implement teaching and learning methodologies in the phase as set out by the school's Senior Leadership Team
- Monitor and evaluate standards of teaching, student progress and classroom management across the phase
- Set high expectations for staff and students
- Ensure assessment within the phase is of the highest standard
- Plan and oversee educational visits and/or events appropriate to the phase

Working with others

- Actively support the school's and trust's values and vision through the work within the phase
- Make a positive contribution to the wider life of the school
- Work with other Phase Leaders and Senior Leaders on curriculum and school-wide issues

Leading and managing staff

- Lead and motivate the phase team, ensuring a focus on improving student outcomes
- Encourage effective teamwork, collaboration, sharing, reflection, a joint sense of purpose and a supportive team culture
- Lead teaching within the phase, implementing a progressive and challenging curriculum

- Ensure all team members maintain high professional standards and follow policies, procedures and expectations of the school
- Lead well organised, focussed and productive phase team meetings
- Develop the phase to be an example of excellence to others within the school
- Demonstrate commitment to good worklife balance through modelling good practice and considering the impact of decisions on workload across the team
- Appraise staff and contribute to their professional development

Resources

- Manage the budget and resources allocated to the phase, complying with Anthem policies and procedures, to ensure maximum benefit for students
- Ensure the facilities accommodating the phase provides a positive and safe environment which promotes wellbeing and high achievement

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Phase Leader

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
<ul style="list-style-type: none"> • Good relevant degree • Qualified Teacher Status • Recent and relevant personal development 	✓	

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Teaching experience across [EYFS/KS1/KS2] • Evidence of a wider contribution to school life • Contributing to improvement • Evaluating teaching and learning 	✓	
<ul style="list-style-type: none"> • Able to teach [EYFS/KS1/KS2] • Leading and managing a team • Leading and managing a phase • Successfully managing a balanced budget • Delivery of INSET 		✓

Knowledge and skills <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Excellent, thorough and up to date curriculum knowledge • Knowledge of effective teaching and learning strategies • Thorough understanding of how children learn • Able to adapt teaching to meet student's needs • Thorough understanding and use of a range of effective behaviour management strategies • Confident using ICT to support learning • Able to build effective relationships with staff and students • Coaching and mentoring other teachers 	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> • Enthusiastic and a committed teacher • Excellent classroom practice# 	✓	

<ul style="list-style-type: none"> • Teaching experience of SEND pupils • Ability to motivate, inspire and challenge staff and students • Able to plan, prioritise and organise self and others • Commitment to raising standards • Calm, flexible, supportive, dependable and reliable • Good team player • Commitment to own further development • Drive and enthusiasm • Good interpersonal skills • Adaptable to change • Inclusive and collaborative • Effective decision maker • Committed to inclusive, comprehensive education • Committed to promoting and safeguarding the welfare of young people • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English 		
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