

Job Description: Early Years Leader

MPS/UPS + TLR2A (£3,214 per annum)

Responsible to: The Headteacher and Governing Body

The appointment is subject to the conditions of employment for Class Teachers contained in the most recent School Teachers' Pay and Conditions Document, the required DfE Teachers' Standards and Post Threshold Standards and other current legislation.

This job description will be reviewed annually through the Performance Management/Teacher Appraisal process and any changes will be subject to consultation.

Core Purpose

To share the leadership and the corporate responsibility of the school and assist the Headteacher, Senior Leadership Team and Governing Body in ensuring high quality education for all pupils, continuous school improvement and ongoing staff development. To take responsibility for leading and managing significant aspects of the school as directed by the Headteacher, Deputy Headteacher and Governing Body. To teach in either Nursery or Reception, taking responsibility for maximising progress and attainment.

Leadership and Management Specific Responsibilities

Under the overall direction of the Headteacher, as a member of the Senior Leadership Team, contribute to:

- the strategic direction and development of the school
- the achievement of the aims and objectives of the school and implementation of its policies
- embedding the vision, values, ethos and ambitions of the school
- effective school self-evaluation and improvement planning
- monitoring pupil progress and attainment in EYFS
- supporting the teaching staff in raising standards in achievement and attainment
- keep up to date with and share knowledge of current issues in education
- lead the performance management and appraisal system for a small team of colleagues
- lead the Early Years Foundation Stage Team
- lead phonics in the early years, supporting all pupils to maximise their potential
- work with Year 1 to ensure a smooth transition to Key Stage 1 for all children
- lead the continuous improvement of our outdoor spaces to facilitate quality play and pupils' physical development

Teaching and Learning Specific Responsibilities

- Nursery or Reception Class Teacher responsibility
- have a proven track record as an outstanding, inspiring and caring teacher in early years
- ensure effective management of pupil behaviour and safeguard the welfare of children and young persons
- set appropriate learning outcomes, have high expectations and teaching skills which lead to learners achieving very well relative to prior attainment
- be flexible and creative in providing continuous provision that is effective and consistently well-matched to the needs of learners
- ensure creativity in the curriculum and promote curriculum enrichment
- administration of early years foundation stage profile data
- carry out playground supervision and lead assemblies when required
- work effectively with early years team, leading, motivating and inspiring by example

Other Professional Requirements

- promote the positive work of Heron Hill School in the local and wider community
- make a positive contribution to the wider life of the school
- supervise pupils through the school day and extra-curricular activities as required
- operate at all times within the stated policies and practices of Heron Hill School
- establish and maintain effective professional relationships with colleagues, pupils, parents and visitors to the school
- be professional in presentation and conduct, including being suitably dressed at all times
- be responsible for own continued professional development in relation to pedagogy, school policy and practice, responding to advice and feedback from colleagues
- take responsibility to look at email communications at least once every working day and for responding to work e-mails to promote effective, efficient and consistent communication
- participate in the performance management system for the appraisal of their own performance
- promote collaboration and work effectively as a team member
- undertake any reasonable additional responsibilities which might from time to time be determined by the Headteacher.

Line Management

The EYFS Leader is accountable to the Headteacher in all matters.