

Early Years Foundation Stage Leader & Class Teacher
Job Description

Job Title	Early Years Foundation Stage Leader & Class Teacher
Salary Grade	MPS/UPS + TLR2a
Reports to	Headteacher, Deputy Headteacher, Head of Learning Support
Responsible for	EYFS staff
Responsibilities	<p><u>Class Teacher responsibilities</u></p> <ul style="list-style-type: none"> • Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity throughout • Be responsible and accountable for achieving the highest possible standards in work and conduct • Treat all pupils with dignity, building relationships rooted in mutual respect, at all times observing proper boundaries appropriate to a teacher’s professional position • Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils • Act within the statutory framework, which sets out professional duties and responsibilities as outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2013) • Take responsibility for promoting and safeguarding the welfare of children within the school • Demonstrate outstanding Early Years practice in all areas <p><u>Early Years Foundation Stage Leader responsibilities</u></p> <ul style="list-style-type: none"> • Be accountable for securing the highest standards of pupil achievement across the EYFS, monitoring and evaluation of pupil achievement and setting targets for improvement • Lead, develop and enhance the teaching practice of others in the EYFS by evaluating, supporting, guiding and target setting • Be accountable for the strategic leadership and management of the EYFS, developing and implementing plans, policies, targets and practices within the context of the school’s aims and policies

<p>Duties</p>	<p><u>EYFS Class teacher</u></p> <ul style="list-style-type: none"> • Teach an inspiring and appropriate Early Years Curriculum following the Early Years Foundation Stage (EYFS) guidance • Be accountable for the attainment, progress and outcome of pupils you teach and monitor every child's progress against the Early Learning goals, whilst following the EYFS curriculum • Make accurate and productive use of assessment to secure pupils' progress and ensure every child makes good progress • Use an appropriate range of observation, monitoring and recording strategies to set clear and challenging EYFS targets that build on prior attainment for each pupil • Liaise effectively with parents/carers with regard to pupils' achievements and well-being, and offer opportunities for them to engage in their child's learning at home • Have a clear understanding of the needs of all pupils, including those with special educational needs • Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the use of standard spoken English and the teaching of early reading and phonics • Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and to establish a framework for positive behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly • Manage the class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge • Be a positive role model and demonstrate consistently the positive behaviour, attitude and values which are expected of pupils • Participate in reviews, relevant meetings, and professional development opportunities at school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements • Deploy support staff effectively as appropriate; ensure they are appropriately involved in supporting learning and understand the roles they are expected to fulfil • Work collaboratively with others to develop effective professional relationships • Communicate and co-operate with relevant external bodies • Participate in and carry out any administrative and organisational tasks as required • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with a member of the Senior Leadership Team • Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as a result of your appraisal
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- To have professional regard for the ethos, policies and procedures of Bentfield Primary School and maintain high standards in all areas
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

EYFS Lead

- To formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff.
- To analyse national, local, school data and inspection data to inform policies and school improvement.
- To collate termly EYFS data and analyse effectively to contribute to school improvement.
- To write an action plan for school improvement for the EYFS and evaluate the effectiveness of the plan (at least on an annual basis).
- To advise and inform EYFS staff about assessment, reporting and recording procedures within the school and new resources, information and guidance.
- To monitor and evaluate the quality of teaching and learning in the phase through engagement with the school's monitoring cycle.
- To lead staff professional development meetings for teaching staff, and LSAs as agreed with the Headteacher.
- To provide mentoring and support to EYFS Early Career Teachers.
- To attend courses and meetings and to evaluate and report back to the Headteacher and other staff on the essential issues covered.
- To audit, order, organise and allocate resources for Nursery and Reception classes and to take on a budget responsibility for that area.
- To take an active role in organising special events/days pertaining to EYFS, as agreed with the Headteacher.
- To contribute information to meetings with parents/carers.
- To provide reports to the Governing Body, to inform them of progression of the action plan and learning and standards in the EYFS.
- To ensure curriculum coverage, continuity and progression within the EYFS for all pupils.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.