

Early Years Lead Teacher – Job Description

This job description should be read in conjunction with the current School Teacher's Pay and Conditions Document and the provisions of that document will apply to the post holder. A copy of this is available on the www.teachernet.gov.uk website.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Leader if appropriate.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

MAIN RESPONSIBILITIES

In addition to the duties outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation, you will be responsible for the following:

Leadership

- Providing leadership and direction to ensure the Early Years staff work effectively as a team and are supported in the planning and delivery of a stimulating and differentiated curriculum.
- Take the lead on matters pertaining to the EYFS e.g. assessment.
- Feed into SLT discussions regarding matters relating to the wider school.
- Keep up to date with current developments in relation to the EYFS and ensure information is disseminated to staff as appropriate.
- To be an excellent role model of outstanding classroom practice.
- Be a first point of contact for nurseries and parents as they liaise with the school for Early Years entry.

Teaching:

The teaching of children initially within an Early Years class -

- plan, prepare and review activities and lessons which promote high quality teaching and learning;
- setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
- teach according to the educational and behavioural needs of the children in the class;
- mark, assess, record and report on the development, progress and attainment of the children;
- promote the progress and well-being of individual pupils;
- liaise with senior leaders regarding any concerns about a child's progress and development;
- work with external professionals/agencies to facilitate support for individual pupils;
- communicate and consult with parents of the children as appropriate or as required by senior leaders;
- participate in face to face or virtual meetings arranged for any of the purposes outlined above;
- as required, work to develop specific curriculum areas across the school;
- participate in arrangements for further training and your professional development as a teacher.

WHOLE SCHOOL RESPONSIBILITIES

- Participate in staff meetings, inset meetings and phase meetings;
- Advise and co-operate with the headteacher and other staff members on the preparation and development of policies, schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements;

Loving, learning and flourishing in community

- Maintain good order and support positive behaviour among the children;
- Support the leadership team to implement the School's Development Plan;
- Safeguard children's health and safety both when they are on school premises and when they are engaged in authorised school activities elsewhere.
- Ensure that the designated member of staff for child protection (DSL) is made aware and kept fully informed of any concerns of which the post holder may become aware in relation to safeguarding and/or child protection.

General Responsibilities and Professional Standards

- Treat all members of the school community with respect and dignity.
- Promote the ethos and values of the school and work to uphold the school's mission statement.
- Take appropriate responsibility for one's health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with your line manager.

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties subject to the needs of the school and in keeping with the general profile of the post. This job description may be amended at any time following discussion between the headteacher and the post holder.